



Telecommunications Certification Bodies Internet System User Manual

FINAL

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Task 99-17

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1.1 TCB/Accreditor Home Page



Figure 1: TCB/Accreditor Home Page

This is the main page for all TCB filing and reporting activity. With the exception of the Accreditor and TCB login options, all filing and reporting options function within this page. The Accreditor and TCB login options will open separate windows, providing additional functionality once the login process is executed.

1.1.1 Accessing the TCB Home Page

This page may be accessed as follows:

1. Go to the main FCC Web Site www.fcc.gov
2. Select the option “Electronic Filing”
3. Select either the “OET TCB Electronic Filing (Secure)” link or the “OET TCB Electronic Filing (non-secure)” link.

1.1.2 Notes of Interest Section

This section displays text that the OET determines may be of use to the TCB system users.

1.1.3 Hyperlink Functionality

When each link is selected from the left side of the home page, the destination page will display in the right-hand side of the page. The exception to this is the “Accreditor Login” and “TCB Login” options. When selected, a new and separate browser window opens. This allows the user to perform the Accreditor or TCB-specific functionality while still having the main options on the original browser window still available.

1.1.4 Grantee Registration

This page is called from the TCB Home page:

Figure 2: Grantee Registration Page

This is the same Grantee Registration Page used in the original EAS Electronic Filing System and no modifications have been made to its initial functionality. However, the following functionality that occurs after the grantee information is submitted has been modified:

1. The confirmation window has been modified to allow applicants to pay for the Grantee Registration without first filing an FCC Form 731.
2. The button that forwards the user to the Form 731 has been removed for the TCB's only.
3. If the grantee code isn't paid for within 30 calendar days, it will be reassigned for another applicant.

1.1.5 Grantee Registration

When the required information is entered, and the "Continue" button is selected, the following page appears:

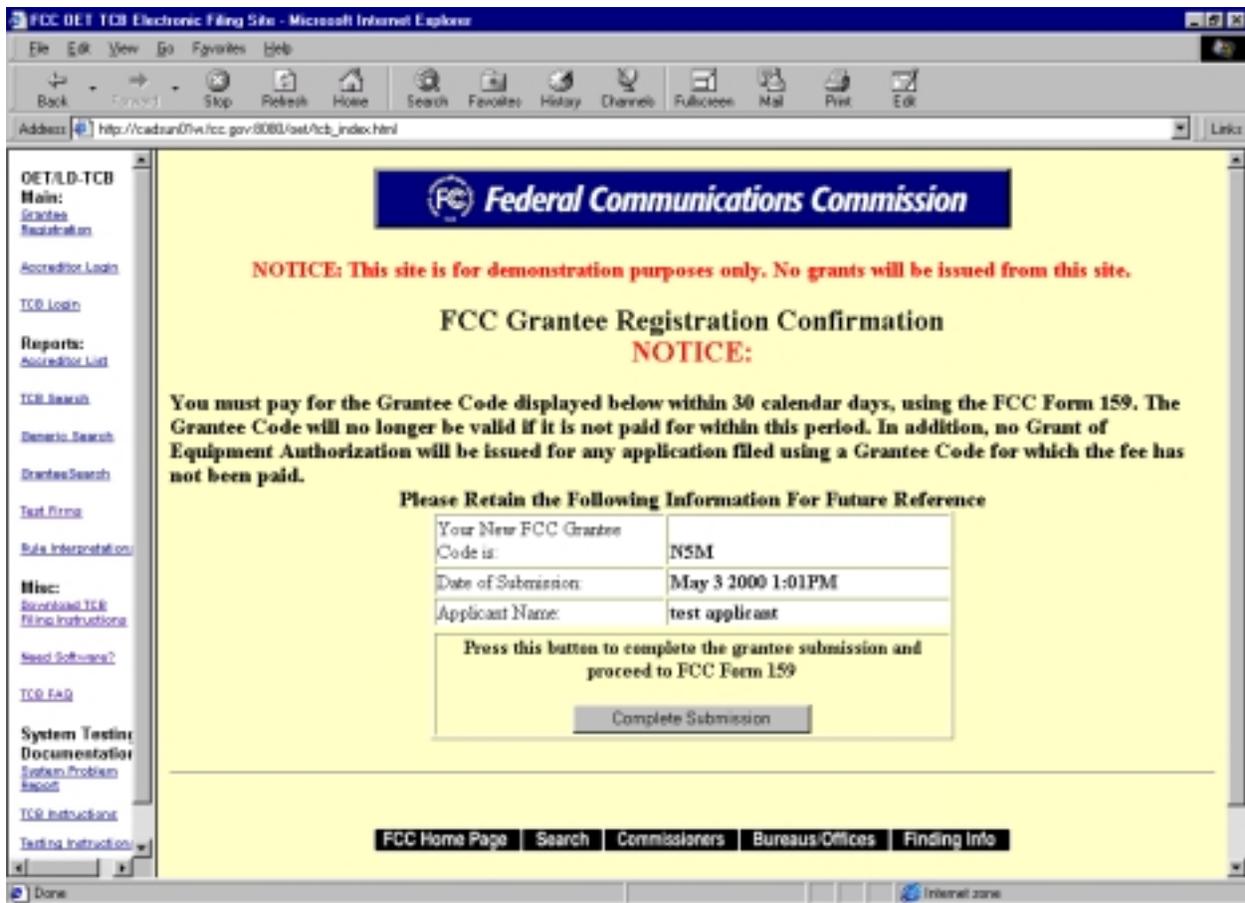


Figure 3: Grantee Registration Confirmation

1.1.6 Fee For Grantee Registration (FCC Form 159)

When the complete submission button is selected, the normal Form 159 address information will display:

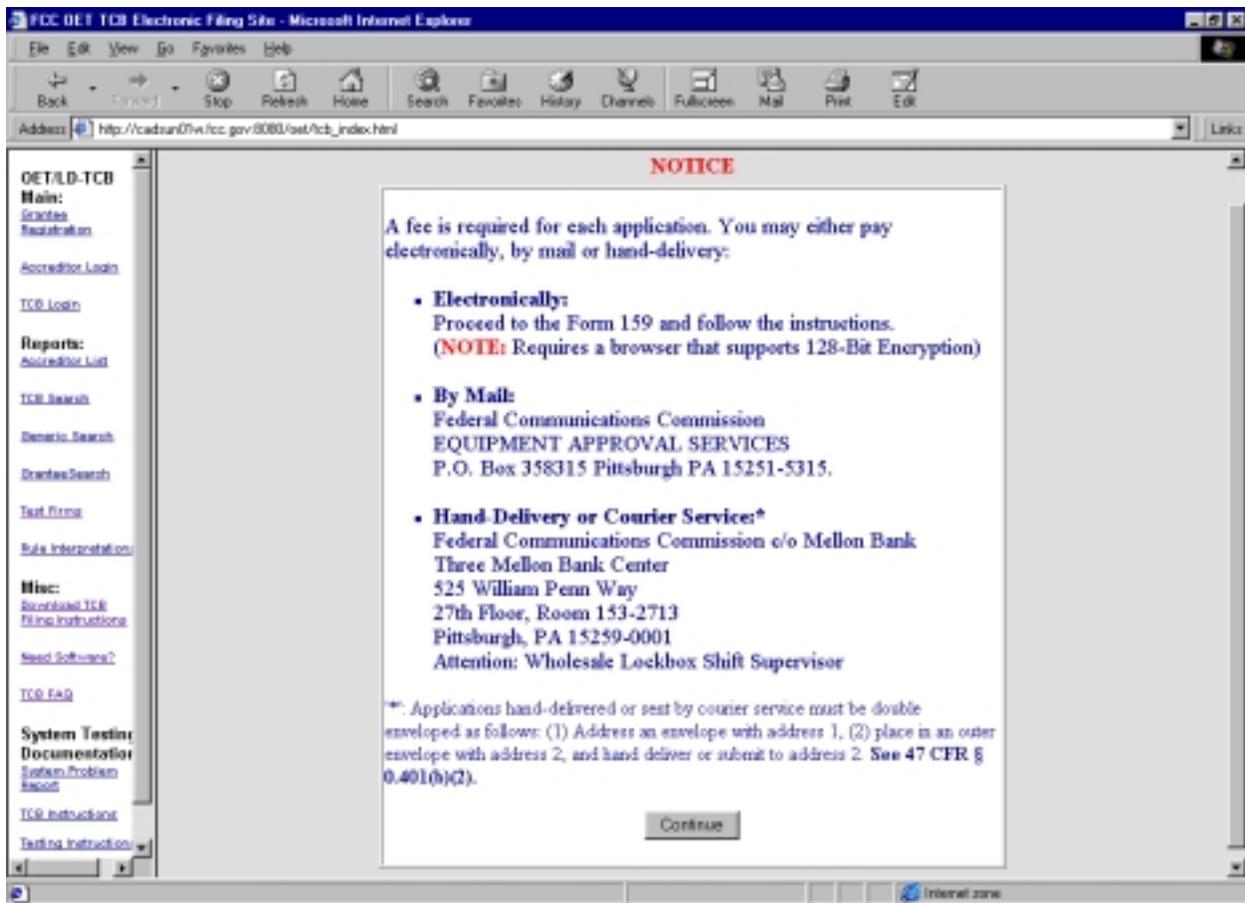


Figure 4: Form 159 Address Window

No changes have been made to this page. When the “Continue” button is selected, the Form 159 page will be presented. The Form 159 will display as it does for the EAS FCC Form 731 filings with the following exceptions:

1. The fee for grantee code is the only line item on the form.
2. The FCC_CODE_2 value consists of the bureau code, the “EA” prefix and finally the grantee code (e.g. “13EAN35”)

1.1.7 Accreditor Login

When the user selects the “Accreditor Login” link, a separate browser window will display with the following page loaded:

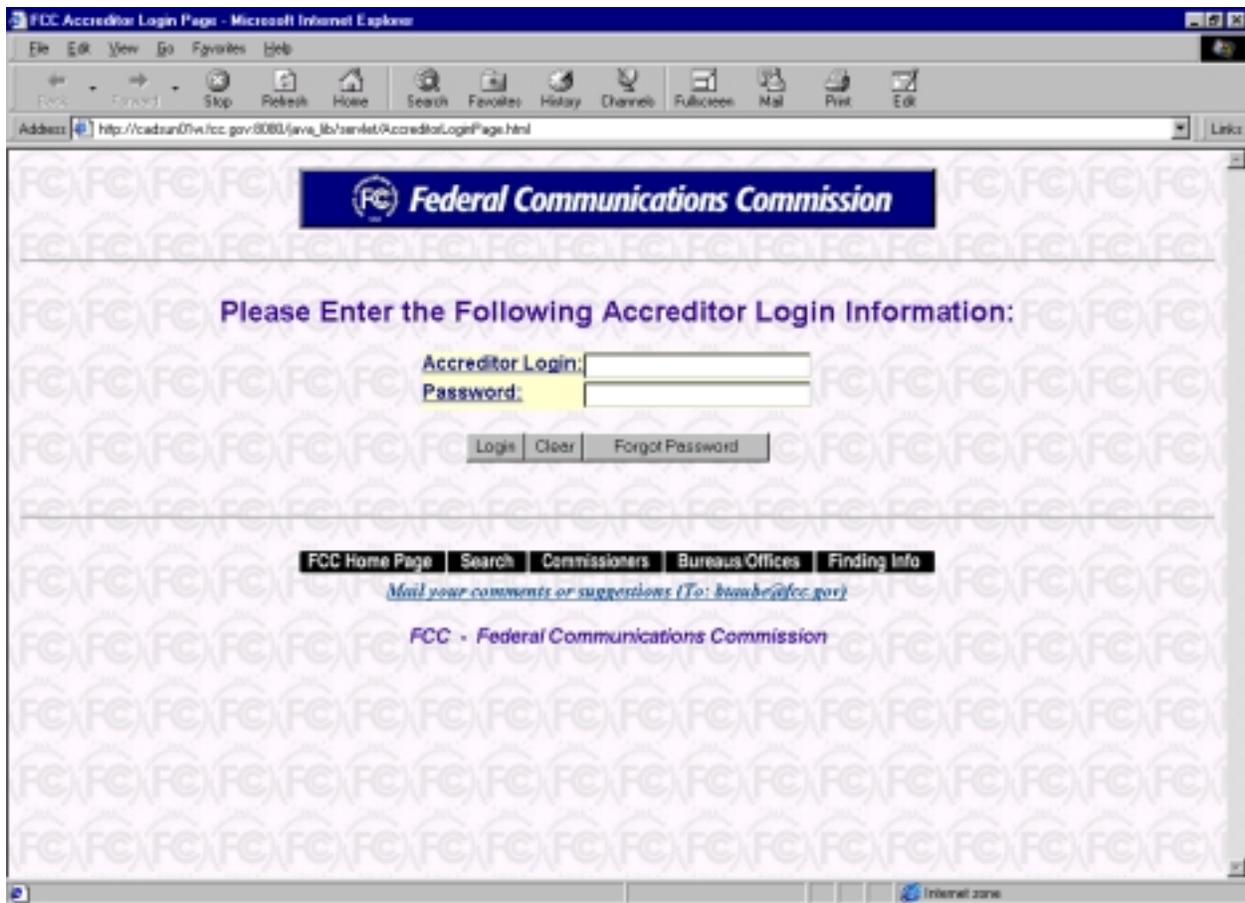


Figure 5: Accreditor Login Window

Before an Accreditor can get to their home page, they must log in to the TCB system using their assigned Accreditor Login and password. The Accreditor Login and password is assigned through the internal EAS system and forwarded to the Accreditor. The password is a minimum of eight numbers and/or characters.

1.1.8 General Functionality

A help file can be accessed by selecting the blue link which says either “Accreditor Login” or “Password”.

1.1.9 Accreditor Login Process

When a valid login and password are entered, click the “Login” button. The Accreditor page will open. **NOTE:** If the password is the initial password given by the FCC, the user will be required to change their password.

1.1.10 Forgot Password Functionality

In the event that the Accreditor forgets their password, it may be set to the original password given by the FCC. To use this, select the “Forgot Password” button from the Accreditor Login Window. When selected, the following window appears:

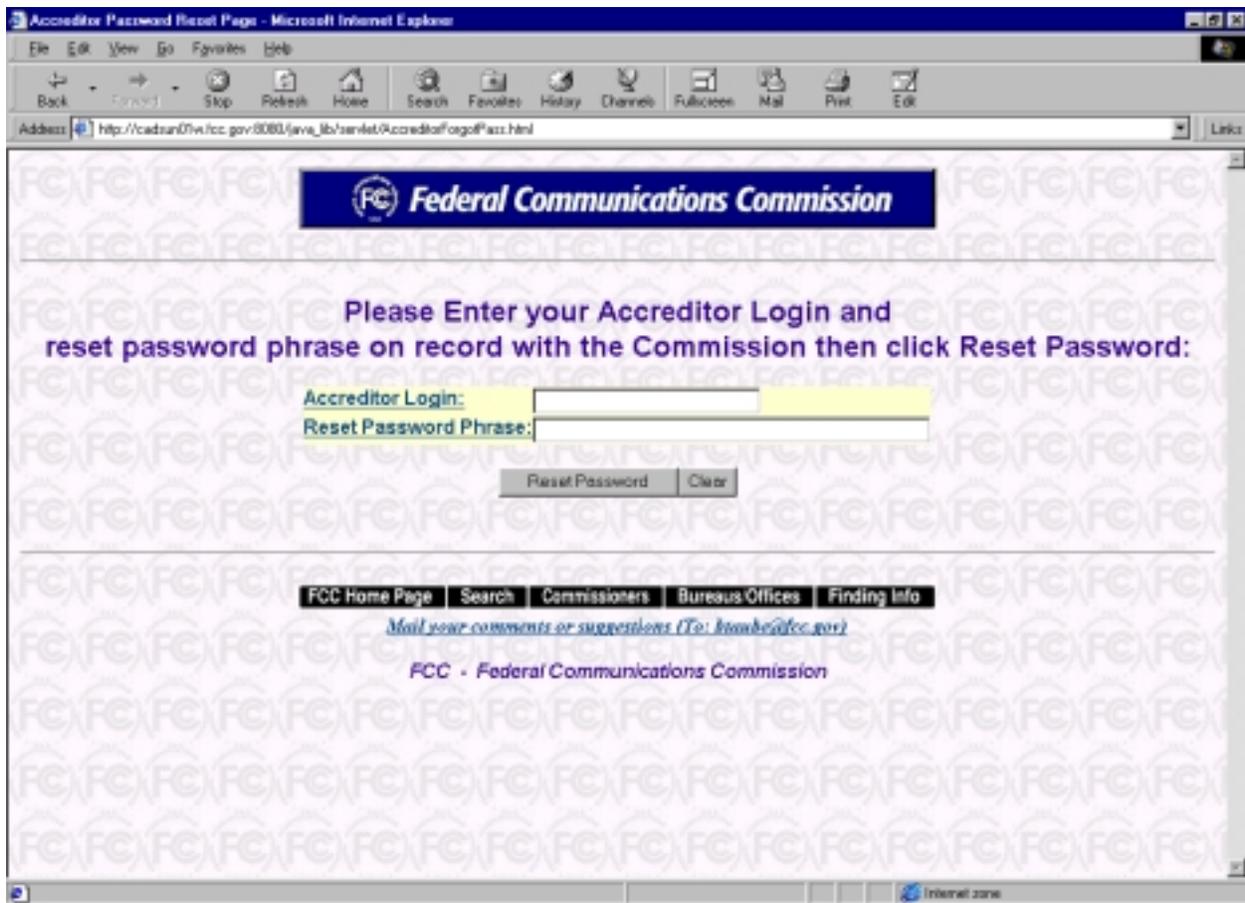


Figure 6: Accreditor Forgot Password Page

1.1.11 General Functionality

A help file can be accessed by selecting the blue link which says either “Accreditor Login” or “Reset Password Phrase”.

1.1.12 Reset Password Functionality

Enter the Accreditor login and the exact reset password phrase provided by the FCC when the Accreditor was established. Both fields are required in order for the password to be reset. Once the “Reset Password” button is selected, the password for this Accreditor will be set to the original password the FCC provided to the Accreditor. In addition, the following window will appear:

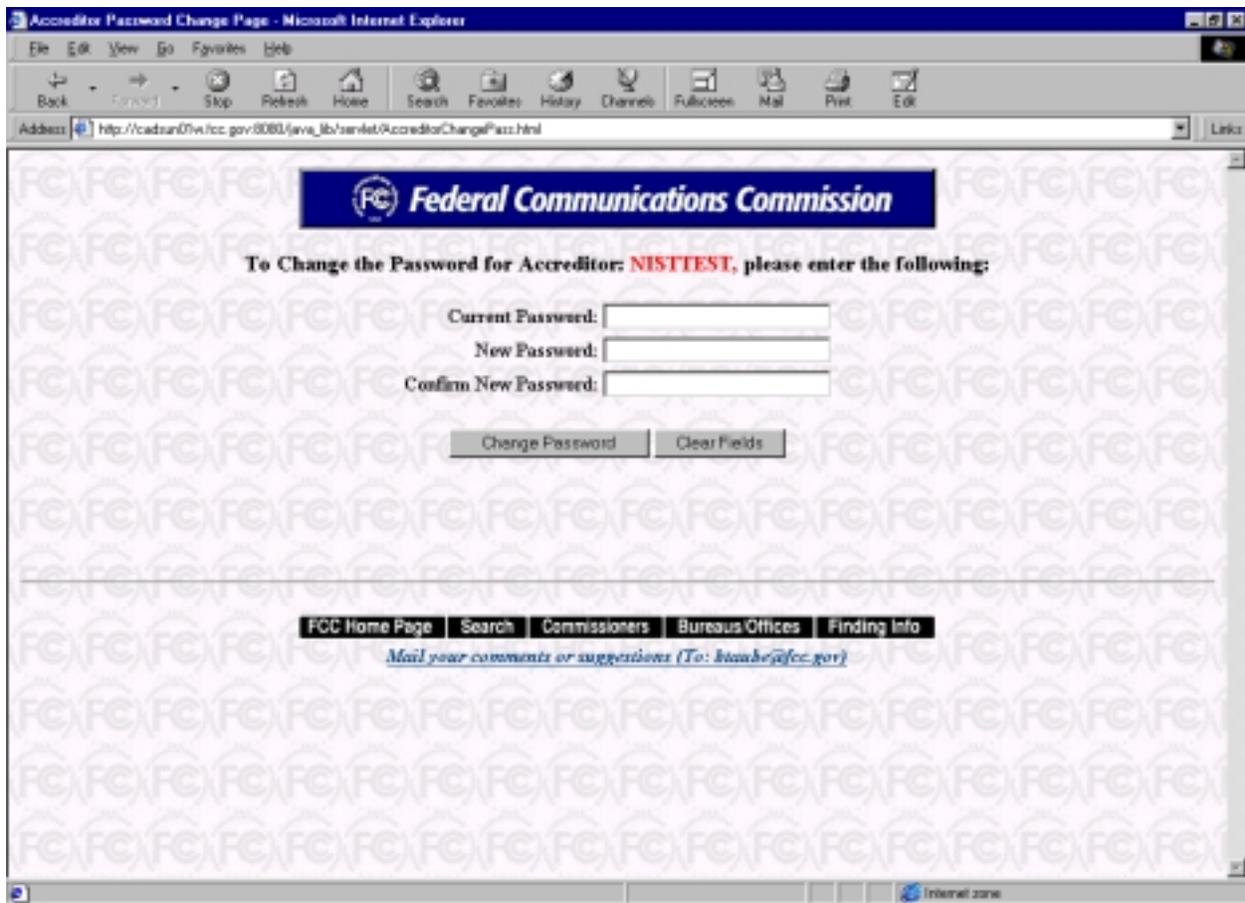


Figure 7: Accreditor Change Password Screen

The Accreditor must reset their password to one of their own before proceeding. They must enter the current password assigned to the Accreditor, their new password and their re-typed desired password. The new password has to be at least eight characters long consisting of characters and/or numbers.

1.1.13 Password Change Functionality

The password change feature is displayed whenever the “Forgot Password” functionality is executed. In addition, the Accreditor or TCB may change their password at any time by selecting the “Change Password” link from the Accreditor Home Page or the TCB Home Page.

Enter the correct current password, the new password in both the “New Password” and “Confirm New Password” fields. Next, select the “Change Password” button. The system will display the following confirmation page:

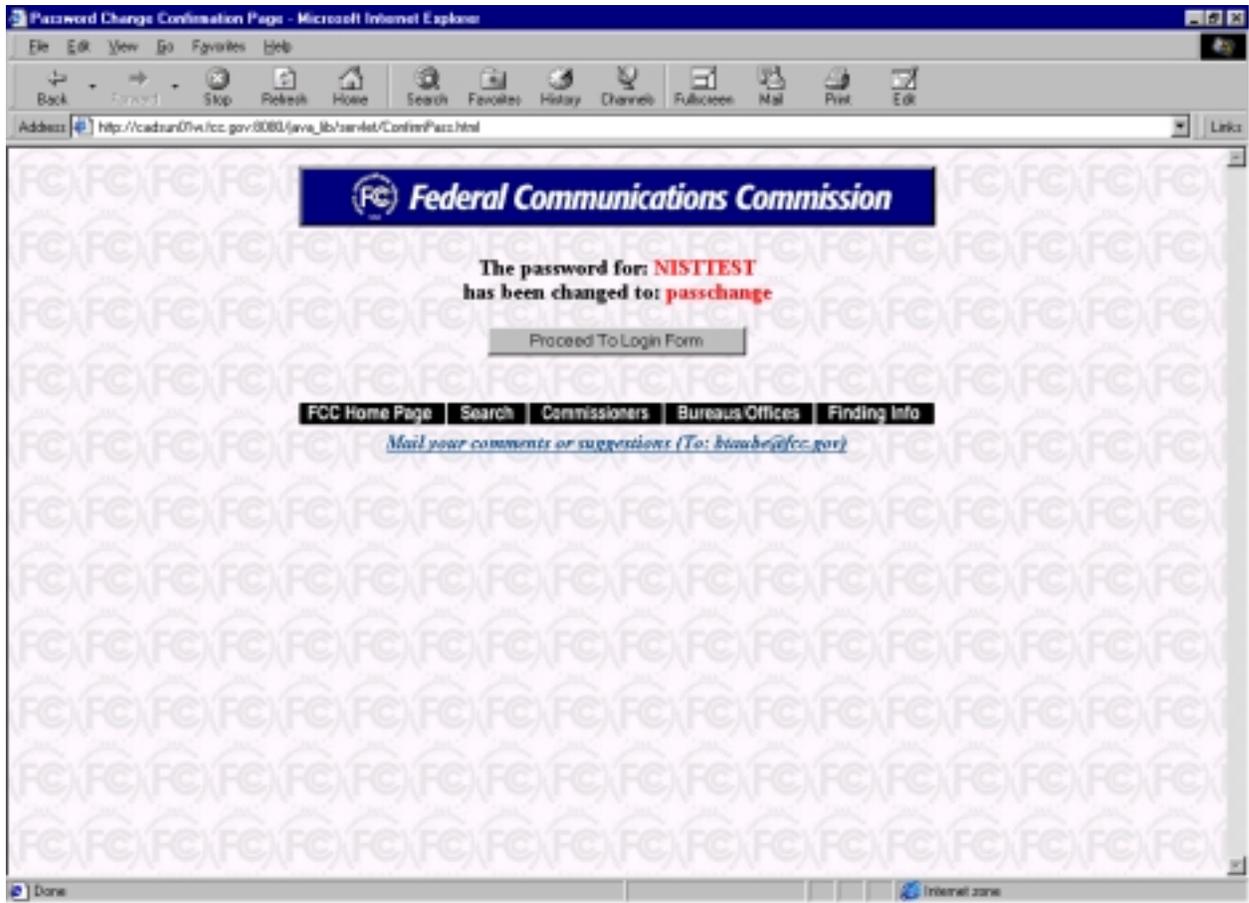


Figure 8: Accreditor Password Confirmation Page

Select the “Proceed to Login Form”. The system will return the user back to the Accreditor Login Page. At this point, they must log in using the new password just assigned.

1.1.14 Accreditor Home Page

After the Accreditor successfully logs into the system, they are presented with the home page:

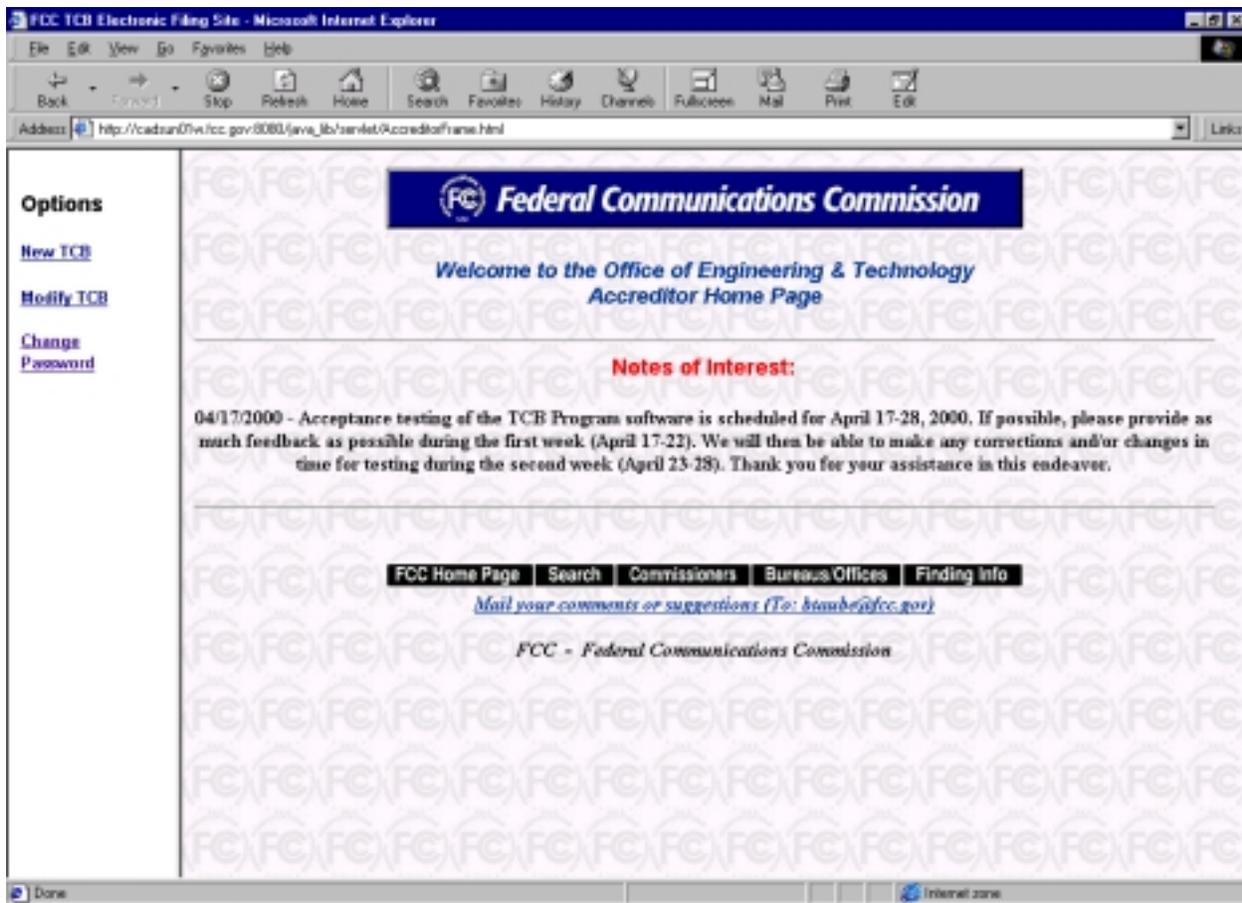


Figure 9: Accreditor Home Page

1.1.15 Notes of Interest Section:

This section displays text that the OET determines may be of interest to the system users.

1.1.16 Hyperlink Functionality

When each link is selected from the left side of the home page, the destination page will display in the right-hand side of the page. Currently, there are three options:

1. The link “New TCB” will proceed the Accreditor to a blank TCB Registration Window.
2. The link “Modify TCB” will proceed the Accreditor to a page where they must enter an existing TCB Login before proceeding to a page pre-filled with the specific TCB’s data.
3. The link “Change Password” will proceed the Accreditor to the Accreditor Change Password page. Refer to Section 1.1.13 for details on this window.

1.1.17 TCB Registration Page

1.1.17.1 Register a New TCB

When the “New TCB” on the Accreditor menu is selected, a blank TCB Registration Page opens (displayed later in this section).

1.1.17.2 Modify Existing TCB Data

When the “Modify TCB” on the Accreditor menu is selected, the following page appears:



Figure 10: Modify TCB Welcome Page

The Accreditor must specify the particular TCB Login in order to retrieve the TCB information on file. Enter a valid TCB Login, followed by selecting the “Continue” button. The following TCB Registration Page will appear, pre-filled with the desired TCB information:

FCC TCB Electronic Filing Site - Microsoft Internet Explorer

Address: http://cadsun01w.fcc.gov:9080/java_lib/serlet/AccredInfoFrame.html

FCC OFFICE OF ENGINEERING AND TECHNOLOGY TCB REGISTRATION FORM

Once a TCB has been added to the system, it will be required before any subsequent modifications can be made. Please retain this for future reference.

1. TCB's complete, legal business name: *

2. Identify All Scopes that the TCB is permitted to authorize: *

Scope	Accreditation Date	Expiration Date	Designation Date	Status
B4	04/05/2000	05/01/2008	04/14/2000	Designated
B3	04/12/2000	07/04/2003	04/14/2000	Designated
B2	04/12/2000	07/04/2003	04/14/2000	Designated
B1	04/13/2000	07/04/2004	04/14/2000	Designated
A4	04/27/2000	07/04/2005	04/14/2000	Designated
A3	04/05/2000	07/04/2006	04/14/2000	Designated
A2	04/27/2000	07/04/2007		Pending
A1	04/27/2000	07/04/2008		Pending

3. TCB Login (a two-letter country code, followed by exactly four letters or numbers): *
 US TCB1 (a.k.a - TCB Login)

4. Password Reset Phrase (a phrase up to 255 characters is required in order for the Accreditor to reset the password for this TCB. See the on-line help for instructions): *

5. TCB's mailing address:

Line 1: *

Line 2:

P.O.Box:

Options
[New TCB](#)
[Modify TCB](#)
[Change Password](#)

5. TCB's mailing address:

Line 1: *

Line 2:

P.O.Box:

City: *

State:

Country (if foreign address):

Zip/Postal Code:

6. Contact Information:

First Name: *

Middle Initial:

Last Name: *

Telephone Number:

Extension:

Title: *

Fax Number:

E-mail: *

Mail Stop:

[FCC Home Page](#)
[Search](#)
[Commissioners](#)
[Bureaus Offices](#)
[Finding Info](#)

[Mail your comments or suggestions \(To: \[hsanbe@fcc.gov\]\(mailto:hsanbe@fcc.gov\)\)](#)

FCC - Federal Communications Commission - TCB Registration

Figure 11: Pre-filled TCB Registration Form

1.1.18 Adding/Updating TCB Registration Information

All fields are modifiable on this form except the Accreditation Date, Status Date and Status fields. The expiration date may only be changed to a date that is more than 30 days in the future. In addition, each scope appears only once in the form.

1.1.19 New TCB Registration

1. From the TCB Home Page, select the “New TCB” link.
2. Fill in all required fields on the page.
3. The system will provide the first two digits of the TCB Login based on the country the Accreditor is eligible to approve for. The Accreditor then adds four digits and/or characters which are unique for each TCB.
4. With all required fields keyed in and a unique TCB Login entered, select the “Complete Submission button”. The following events will occur as the TCB data is saved to the database:
 - a. The accreditation date will be assigned to the value of the current date for each scope selected.
 - b. The status for each scope selected will be set to “pending”.
 - c. The following page will appear confirming successful submission of the TCB data:
5. In order for the TCB to start approving equipment, the TCB scope must be designated by the FCC. Once the FCC designates the TCB scope, the scope will be shown on the web site for the public as an eligible scope.

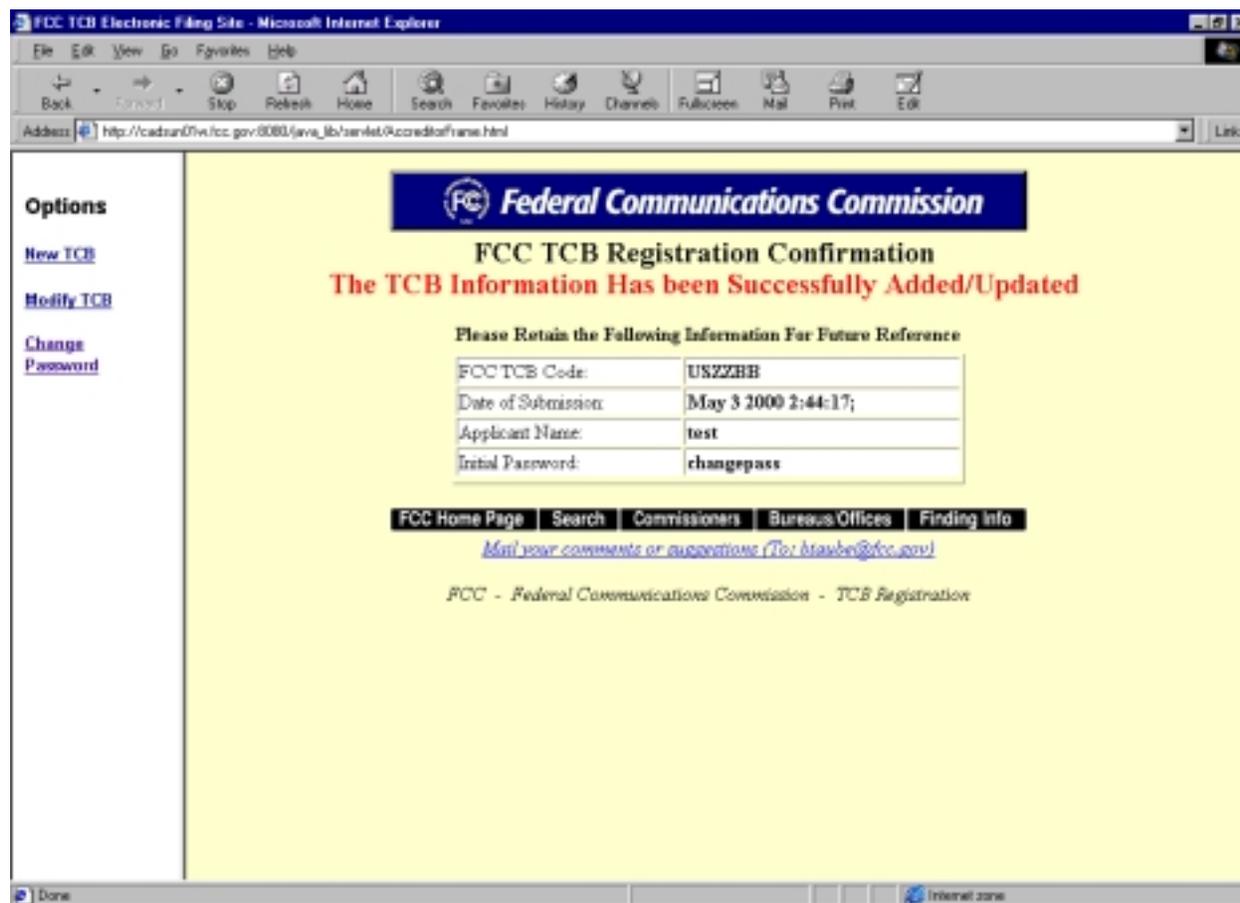


Figure 12: TCB Confirmation Page

1.1.20 Existing TCB Registration

1. From the TCB Home Page, select the “Modify TCB” link.
2. Enter a TCB Login for the TCB to be modified, followed by selecting the “Continue” button. The TCB Registration form will appear pre-filled with the specified TCB registration data.

3. The only modifiable fields in item 2 is the expiration date or adding a new scope. The TCB may modify the expiration date of an authorization scope to a date 30 days in the future as long as the expiration date has not already passed. When all changes are done, select the “complete submission” button. The system will save the modified sections. If the expiration date for an authorization scope has already passed, the Accreditor may change the expiration date to a date more than 30 days in the future.

1.1.21 TCB Login

When the user selects the “TCB Login” link from the TCB/Accreditor Home Page, a separate browser window will display with the following page loaded:

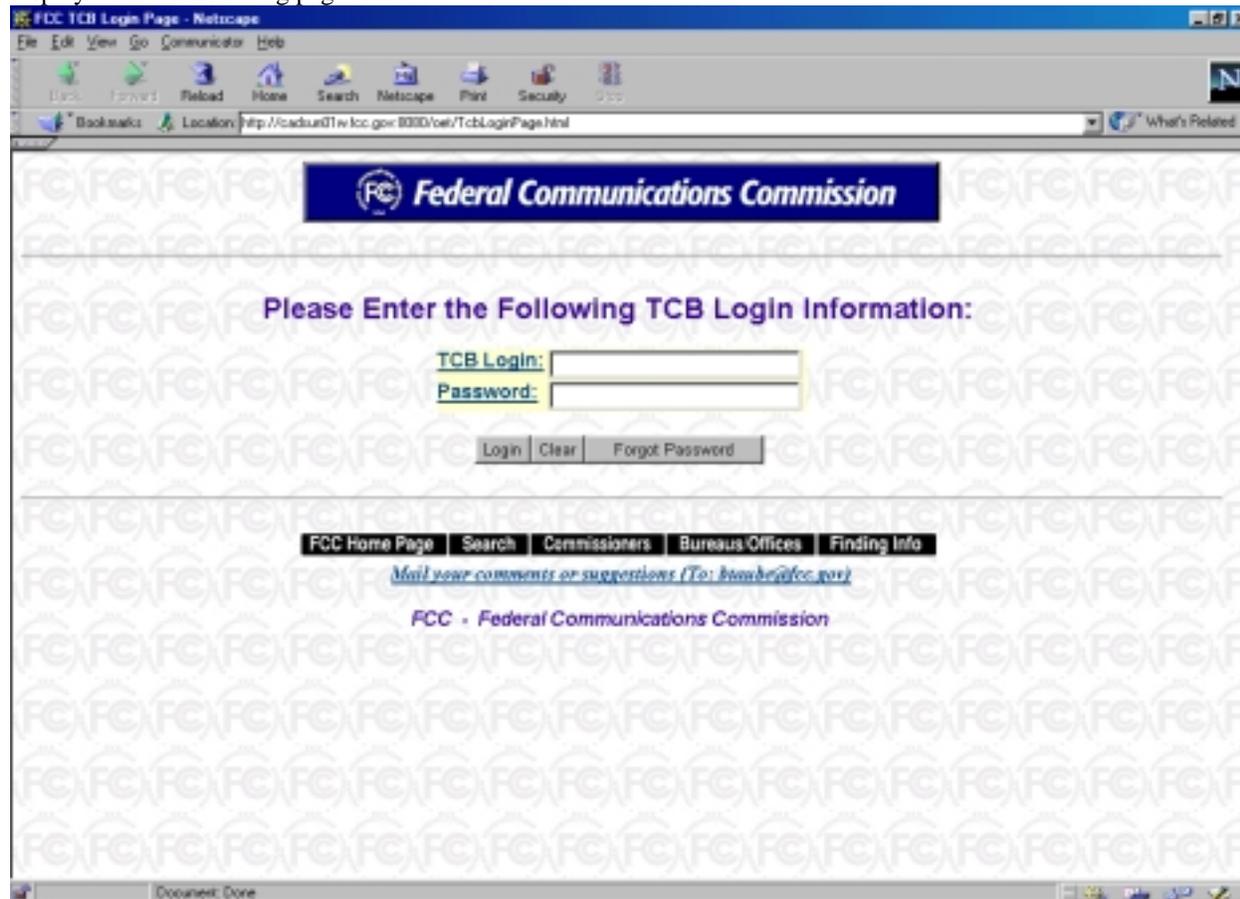


Figure 13: TCB Login Window

Before a TCB can get to their home page, they must log in using their assigned TCB Login and password. This Login is assigned by the Accreditor through the TCB Registration Page.

1.1.22 General Functionality

1. The help links are in blue next to the entry fields and are accessible by clicking either the “TCB Login” or “Reset Password” text. The applicable help topic will display.
2. Both the TCB Login and password field are required in order to proceed. If not supplied, the user will be given an error message and the page submission will be aborted.

1.1.23 TCB Login Process

Enter a valid TCB Login and Password and click the “Login” button. The system will take the user to the TCB Home Page

1.1.23.1 Forgot Password Functionality

If the TCB forgets their current password, they may reset it to the default password by selecting the “Forgot Password” button. When selected, the following screen displays:

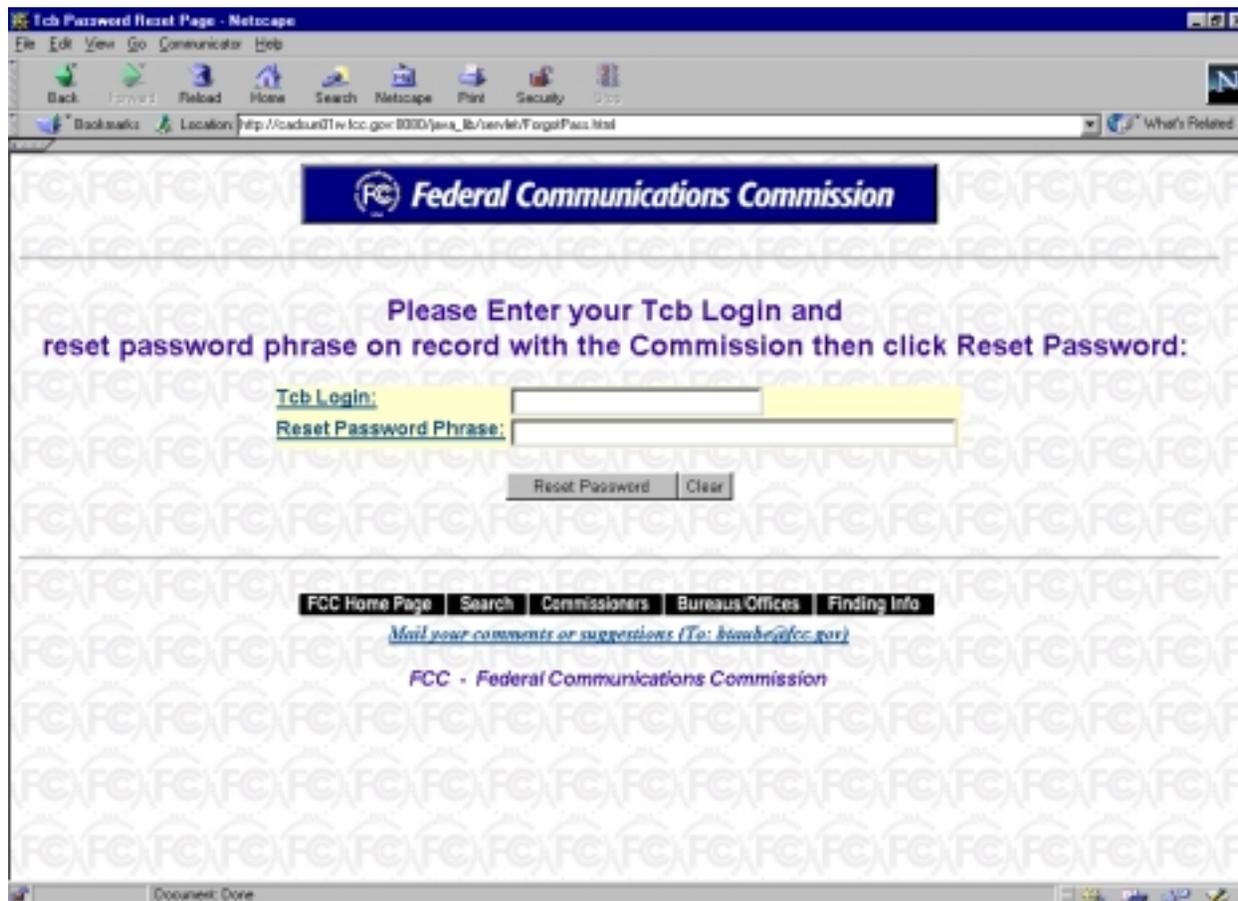


Figure 14: TCB Forgot Password Page

1.1.24 General Functionality

A help file can be accessed by selecting the blue link which says either “TCB Login” or “Reset Password Phrase”.

1.1.25 Reset Password Functionality

Enter the TCB login and the exact reset password phrase provided by the Accreditor when the TCB was established. Both fields are required in order for the password to be reset. Once the “Reset Password” button is selected, the password for this TCB will be set to the original password the Accreditor provided to the TCB. In addition, the following window will appear:

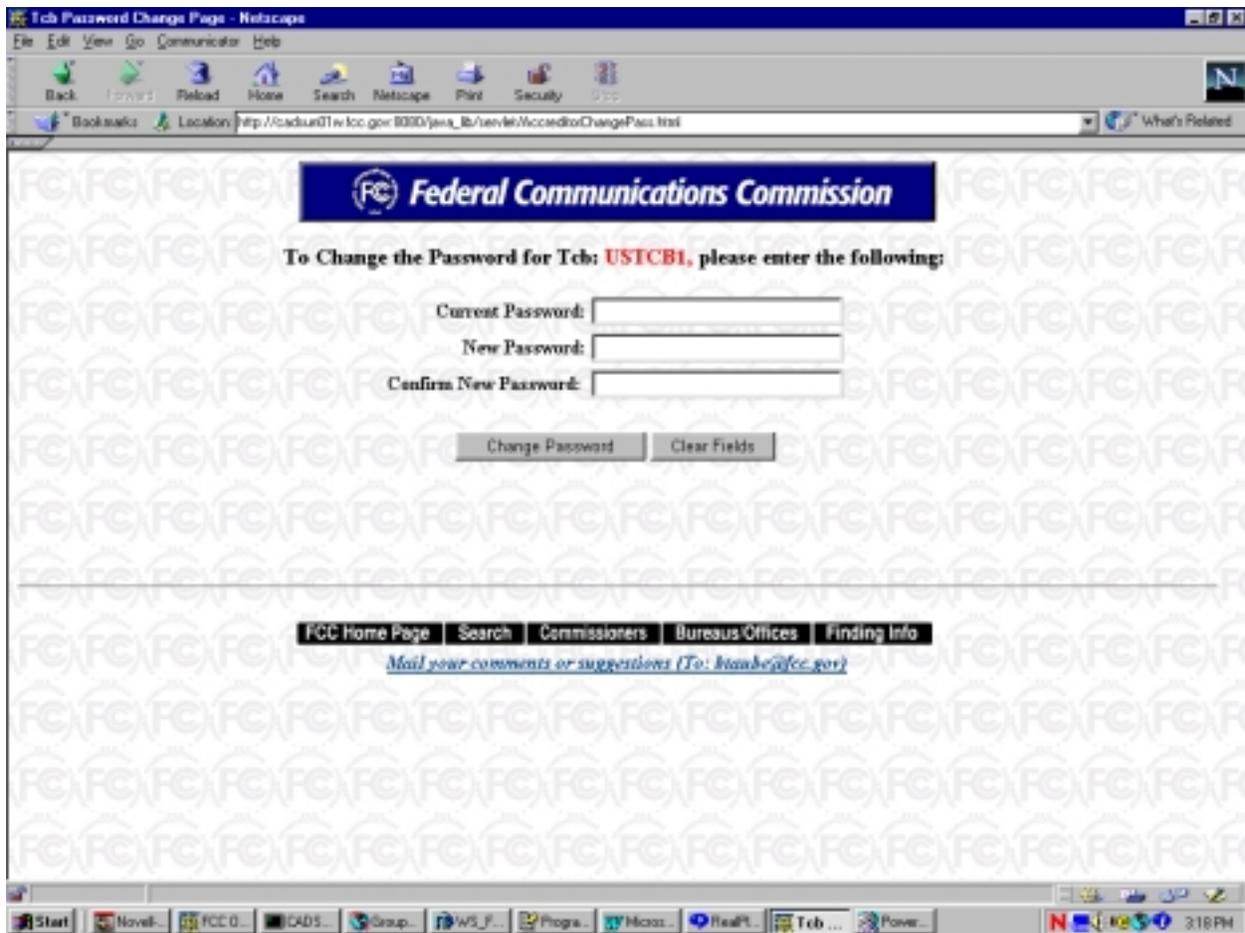


Figure 15: TCB Change Password Screen

The TCB must reset their password to one of their own choice before proceeding. They must enter the current password assigned to the TCB, their new password and their re-typed desired password. The new password has to be at least eight characters long consisting of characters and/or numbers.

1.1.26 Password Change Functionality

The password change feature is displayed whenever the “Forgot Password” functionality is executed. In addition, the Accreditor or TCB may change their password at any time by selecting the “Change Password” link from the Accreditor Home Page or the TCB Home Page.

Enter the correct current password, the new password in both the “New Password” and “Confirm New Password” fields. Next, select the “Change Password” button. The system will display the following confirmation page:

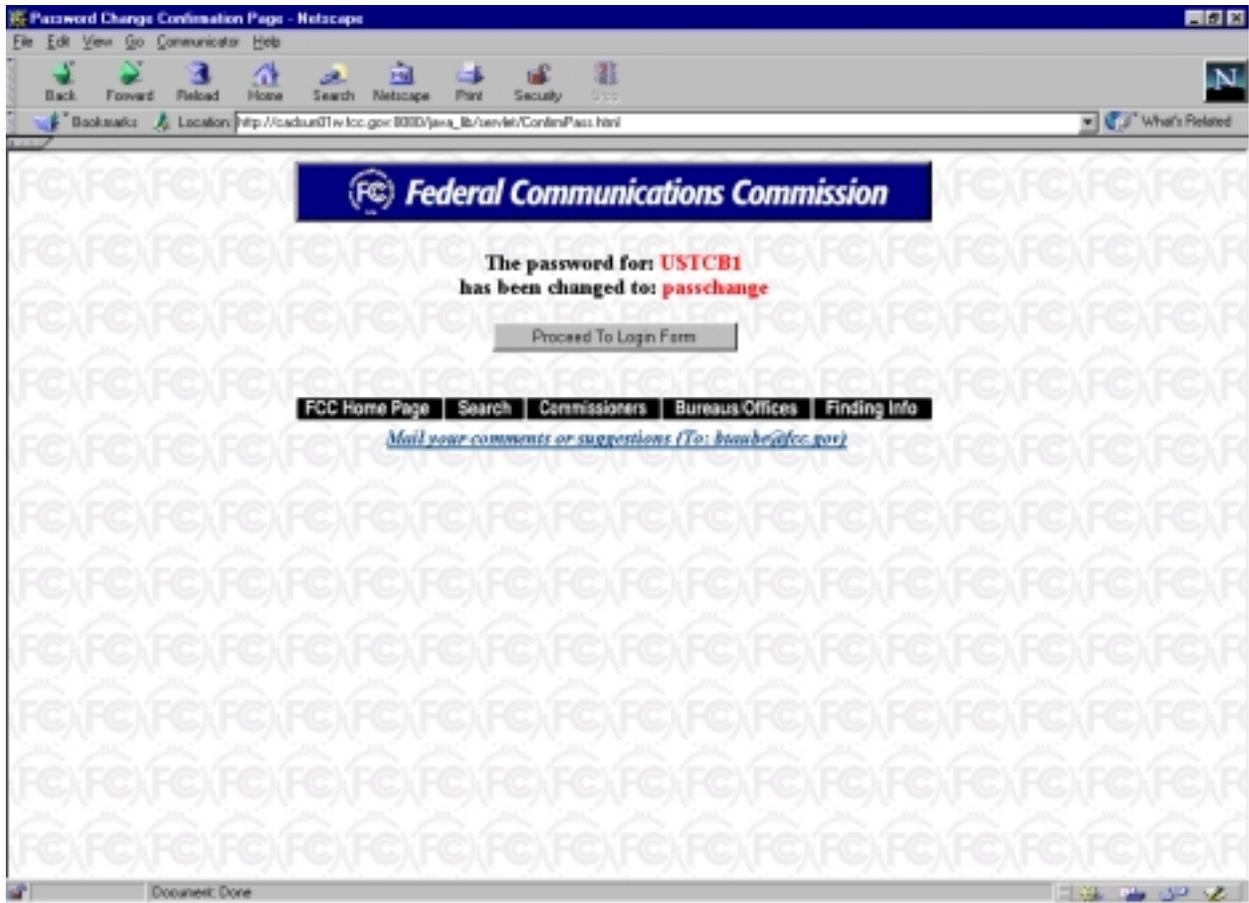


Figure 16: TCB Password Confirmation Page

Select the “Proceed to Login Form”. The system will return the user back to the Accreditor Login Page. At this point, they must log in using the new password just assigned.

1.1.27 TCB Home Page

Once the TCB has successfully logged in they are presented with the TCB Home Page:



Figure 17: TCB Home Page

1.1.28 Notes of Interest Section:

This section displays text that is of importance to the TCBs visiting this site.

1.1.29 Hyperlink Functionality

When each link is selected from the left side of the home page, the destination page will display in the right-hand side of the page. The following are the options available from this page:

1. *FCC Form 731 (TCB Version)*: This form is similar to EAS Version of the Form 731 with modifications to accommodate TCB filings.
2. *Add Attachments*: This page is the same add attachments page used in the EAS Electronic Filing System.
3. *Submit Correspondence*: This page is the same page used in the EAS Electronic Filing System.
4. *Modify Grant*: This allows the TCB to return to the application within 30 days of original grant date and modify the filing.
5. *Complete Unfinished 731*: This feature allows the TCB to return to a partially completed TCB Form 731 and complete the filing for up to 30 days.
6. *Reprint Grant*: This allows the TCB to re-print a grant previously issued by the TCB.
7. *FCC ID Search*: This allows the TCB to query the TCB database and determine whether the specified FCC ID is available for assignment or if it has already been used.
8. *Change Password*: This feature allows the TCB to change their password.

1.1.30 TCB Form 731

The TCB Version of the Form 731 is similar to the version used in the EAS Electronic Filing System. However, several modifications have been made:

1. When the TCB files the application with the OET, the TCB has already performed the equipment authorization task and has recommended the application be granted. As a result, the filing is in a granted status as soon as the Grant is accepted by the TCB.
2. The Form 731 has been broken into a pre-fill page and two major sections. The pre-fill page requires some basic information to be entered so that the 731 Section I can be pre-filled. This reduces the potential for errors during filing and allows for certain validity checks to be performed. Section I contains the general filing data (e.g. Technical and non-technical contact information, certification section, etc.) Section II contains the equipment specifications section where the technical data is entered. The TCB may specify as many technical specification rows as needed to complete the filing.
3. The TCB will be able to view the Grant of Equipment Authorization before completing the filing. At this point, the TCB can choose to accept the grant or return to the filing and make any necessary changes.
4. The TCB has the ability to fill out a portion of the application and return to it within the next thirty calendar days by using the “Complete Unfinished Form 731” feature (detailed later in this document). Thirty days after submission, incomplete Form 731 applications are purged from the system.
5. The TCB has the ability to modify the completed filing for up to thirty days after the original grant date via the “Modify Grant” feature (detailed later in this document).

1.1.30.1 Form 731 Welcome Page

When the TCB selects the “Form 731” link from the TCB Home Page, the following page displays:

The screenshot shows a Netscape browser window titled "FCC TCB Electronic Filing Site - Netscape". The address bar contains the URL "http://radio.fcc.gov:8000/eva_ib/evlet/ValidofFrame.html". The main content area features the FCC logo and a prominent red notice: "NOTICE: This site is for demonstration purposes only. No grants will be issued from this site." Below this, the text reads: "The following form is used for TCB electronic filing of Applications for Equipment Authorization (Form 731)". A section titled "Please enter the following information:" contains a form with the following fields: "ECC Registration Number (FRN):*", "ECC ID: *", "Scope: *", "Name of Test Firm:", "Test Firm State:", "Test Firm Country:", and "Application Contact E-mail: *". A note at the bottom of the form states: "* - Indicates that this field must be completed before entry into Form 731". At the bottom of the form are "Continue" and "Clear" buttons. The browser's menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The browser's toolbar includes "Back", "Forward", "Reload", "Home", "Search", "Netscape", "Print", "Security", and "Stop". The browser's status bar shows "Document Done".

Figure 18: Form 731 Welcome Page

As with the EAS version of Form 731, the TCB must complete several fields of required information before proceeding to Section I. The following fields have been added as required search criteria:

1. *FCC Registration Number (FRN)*: This number is used by the FCC Collections department to determine if an applicant is delinquent in payments for any FCC filings or regulatory fees. This is a required field, however, it is not active until the Cores System Implementation takes place after the TCB project.
2. *Authorization Scope*: The TCB must specify which authorization scope they are using to authorize the equipment specified in this filing. TCB's will only be able to select scopes for which they have been designated.
3. *Application Contact e-mail Address*: This is the e-mail address that the OET may use to contact the person with questions concerning this filing.
4. Help links are in blue next to each entry field.
5. Name of test firm, test firm state and test firm country are not required fields on this page of the Form 731. However, they are required if Section I if the application is a Part 15 application. The three fields on the pre-fill page can be used to filter the number of test labs so the entire list of test sites does not appear in the pull-down in Section I of the Form 731.

Enter all required information and any additional information and select the "Continue" button. Section I of the Form 731 will appear:

1.1.31 Form 731 Section I

Once the TCB has entered all information required on the Form 731 Welcome Page and all validity checks have passed, Section I of the Form will display:

The screenshot displays the FCC TCB Form 731 application interface. The browser window title is "FCC TCB Electronic Filing Site - Netscape". The page content includes:

- Page Header:** "FEDERAL COMMUNICATIONS COMMISSION - FCC TCB FORM 731 APPLICATION FOR EQUIPMENT AUTHORIZATION". On the right, it states "Approved by OMB 3860 - 9057 Expires 5/30/2000".
- TCB Options:** A sidebar on the left with links: Form 731, Add Attachments, Submit Correspondence, Modify Grant, Complete Unfinished Parts, Report Grant, FCC ID Search, Link/Modify Exhibit, and Change Password.
- Item 1:** Applicant's complete, legal business name: Ziyad Inc
- Item 2:** Applicant's mailing address:
 - Line 1: 100 Ford Road
 - Line 2: P.O.Box:
 - City: Denver
 - State: NJ Country(if foreign address): Zip/Postal Code: 07834
- Item 3:** FCC ID: Grant code: EAC * Equipment Product Code (14 characters maximum): 33423232
- Item 4:** Person at the applicant's address to receive grant or for contact:
 - First Name: Ludwig J
 - Last Name: Kapp
 - Title:
 - E-mail:
 - Mail Stop:
 - Telephone: Ext:
 - Fax No:
- Item 5:** Instead of Applicant, the original Grant is authorized to be mailed to:
- Item 6:** Technical Contact:
 - Firm Name: Telephone: Ext: Fax No:
 - First Name: Middle Initial: Last Name:
 - Address Line 1: P.O.Box:
 - Address Line 2: City: State:
 - Country(if foreign address): Zip/Postal Code:
 - E-mail:

Figure 19: Form 731 Part I

FCC TCB Electronic Filing Site - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security

Location: http://radio.fcc.gov:8000/jsp_b/servlet/Valid.cb?name.html

TCB Options:

- Form 731
- Add Attachments
- Submit Correspondence
- Modify Grant
- Complete Unfinished Form 731
- Report Grant
- FCC ID Search
- Link/Modify Exhibit
- Change Password

Item 7. Non-Technical Contact:

Firm Name: _____ Telephone: _____ Ext: _____ Fax No: _____

First Name: _____ MIDDLE Initial: _____ Last Name: _____

Address Line 1: _____ P.O.Box: _____

Address Line 2: _____ City: _____ State: _____

Country(if foreign address): _____ Zip/Postal Code: _____

E-mail: _____

Item 8. * Does this application include a request for confidentiality for any portion(s) of the data contained in this application pursuant to 47 CFR § 0.459 of the Commission Rules? If "Yes" see instructions. Yes No

Item 9. Does the applicant request that the Commission defer grant of this application pursuant 47 CFR § 0.457(a)(1)(ii)? (See instructions) Yes No
If yes, specify date when grant may be issued (MM/DD/YYYY format): _____

Item 10. * Equipment Class: _____ * Description of Product as it is Marketed: _____
(NOTE: This text will appear below the equipment class on the grant)

Item 11. * Application is for:

- Original Equipment (See instructions)
- Change in identification of previously authorized equipment:
Original FCC ID: _____ Grant Date (MM/DD/YYYY format): _____
- Class II permissive change or modification of previously authorized equipment (See instructions)

Item 12. Is the equipment in this application:

- * (a) a composite device subject to an additional equipment authorization? Yes No
- * (b) part of a system that operates with, or is marketed with, another device that requires an equipment authorization? Yes No

If either of the above questions is answered "Yes" complete section 12(c).

(c) The related application: _____

- has been granted under the FCC ID listed to the right
- is not a composite device and does not require the FCC ID listed to the right

FCC ID: _____

Document: Done

Figure 20: Form 731 Section I (Continued)

FCC TCB Electronic Filing Site - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security

Location: http://radio.fcc.gov:8000/jsp/.../servlet/ValidcbForm.html

TCB Options:

[Form 731](#)
[Add Attachments](#)
[Submit Correspondence](#)
[Modify Grant](#)
[Complete Unfinished Page 731](#)
[Report Grant](#)
[FCC ID Search](#)
[Link/Modify Exhibit](#)

[Change Password](#)

Item 13. Name of test firm and contact person as file with the FCC, if different from applicant or contact person:

Firm Name:

First Name: Last Name:

Telephone: Ext: Fax No: E-mail:

Item 14. Enter any text that you would like to appear at the bottom of the Grant of Equipment Authorization:

Read each certification carefully before answering and signing this application

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

Item 15. SECTION 5301 (ANTI-DRUG ABUSE) CERTIFICATION:
 The applicant must certify that neither the applicant nor any party to the application is subject to a denial of Federal benefits, that include FCC benefits, pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862 because of a conviction for possession or distribution of a controlled substance. See 47 CFR 1.2002(h) for the definition of a "party" for these purposes.

Does the applicant or authorized agent so certify? Yes No

Item 16. APPLICANT/AGENT CERTIFICATION:

I certify that I am authorized to sign this application. All of the statements herein and the exhibits attached herein, are true and correct to the best of my knowledge and belief. In accepting a Grant of Equipment Authorization as a result of the representations made in this application, the applicant is responsible for (1) labeling the equipment with the exact FCC ID specified in this application, (2) compliance statement labeling pursuant to the applicable rules, and (3) compliance of the equipment with the applicable technical rules. If the applicant is not the actual manufacturer of the equipment, appropriate arrangements have been made with the manufacturer to ensure that production units of this equipment will continue to comply with the FCC's technical requirements.

Document Done

Figure 21: Form 731 Section I (Continued)

Item 16. APPLICANT/AGENT CERTIFICATION:

I certify that I am authorized to sign this application. All of the statements herein and the exhibits attached hereto, are true and correct to the best of my knowledge and belief. In accepting a Grant of Equipment Authorization as a result of the representations made in this application, the applicant is responsible for (1) labeling the equipment with the exact FCC ID specified in this application, (2) compliance statement labeling pursuant to the applicable rules, and (3) compliance of the equipment with the applicable technical rules. If the applicant is not the actual manufacturer of the equipment, appropriate arrangements have been made with the manufacturer to ensure that production units of this equipment will continue to comply with the FCC's technical requirements.

Authorizing an agent to sign this application, is done solely at the applicant's discretion; however, the applicant remains responsible for all statements in this application.

If an agent has signed this application on behalf of the applicant, a written letter of authorization which includes information to enable the agent to respond to the above section 5301 (Anti-Drug Abuse) Certification statement has been provided by the applicant. It is understood that the letter of authorization must be submitted to the FCC upon request, and that the FCC reserves the right to contact the applicant directly at any time.

* Signature of Authorized Person Filing: _____ Title of authorized signature: _____

Complete items below if an agent signs the application.

Firm Name: _____ Telephone: _____ Ext: _____ Fax No: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address Line 1: _____ P.O.Box: _____

Address Line 2: _____

City: _____ State: _____ Country(if foreign address): _____ Zip/Postal Code: _____

Email: _____

NOTE: An asterisk "*" preceding a field indicates it must be completed before this application can be submitted.

Proceed to Section II Clear

Figure 22: Form 731 Section I (Continued)

This section is similar to that of the EAS Form 731 with the following modifications:

1. Item 5 (Grant Mail to address) has been grayed out and disabled.
2. Item 9 (Grant deferral question and date) has been grayed-out and disabled.
3. Item 14 (Additional text to appear at the bottom of the grant) has been added.

All help links are in blue and are next to each section of the form. In addition, all required fields are identified by an asterisk after the name of the field, and must be entered before proceeding to Section II.

When all required fields have been entered, select the "Proceed to Section II" button.

1.1.31.1 Form 731 Section II

This section allows the TCB to enter the equipment specifications for the equipment to be authorized. This section differs from the EAS version of Form 731 in the following areas:

1. The TCB may specify as many line items as required, one specification at a time.
2. The FCC Rule Parts are in a pre-defined drop-down list. The TCB may specify one or more rule parts that apply.
3. The Grant Notes are also pre-defined in a drop-down list. The TCB may specify one or more note codes that apply.
4. A running list of the equipment specifications are listed as hyperlinks at the bottom of the page, along with a link to Section I of the form. This allows the TCB to return to a specific equipment specification to make changes. **NOTE: Before selecting one of these links, be sure to submit the current equipment specification entered. If not, the equipment specification just entered may not be saved.**

When the TCB proceeds from Section I, the following page appears:

Figure 23: Form 731 Section II

The FCC Rule Parts displayed in the drop-down list are determined by the equipment class and scope specified on the prior pages. The page may not be submitted until all required fields are entered. Certain fields that are required based on the equipment class of the proposed device. For example, a device classified as a TNB requires entry of the Frequency Range, Rated RF Power Output, Frequency Tolerance, Tolerance Type and Emission Designator; as well as the Rule Part. Equipment Class JBP however requires only entry of the Rule Part information.

If more than one equipment specification is required, complete all required fields and select the “Add More Specifications” button. The Section II page will display blank and a hyperlink for the equipment specification will be added to the list. The hyperlink text will contain the following information:

- a. Frequency range
- b. Power output
- c. Frequency tolerance
- d. Emission Designator
- e. All selected FCC Rule Parts

To modify an existing equipment specification, click on the link at the bottom of the page that identifies the desired equipment specification. Section II of Form 731 will refresh and will be pre-filled with the equipment specifications associated with that link.

Add as many equipment specifications as desired by completing Section II, followed by selecting the “Add More Specifications” button. The list of equipment specifications will increase as each equipment specification is added.

The TCB also has the option of deleting an equipment specification entry. To do this perform the following:

- a. Select the link associated with the equipment specification.
- b. When the page appears, select the “Delete Specification Button”. A message will appear requesting the TCB to verify they want to delete the equipment specification. If the TCB replies “No”, the deletion process is aborted.

- c. Reply “Yes” to delete the entry. The Section II page will refresh to a blank form and the link associated with the equipment specification just deleted will no longer appear.

1.1.32 Displaying the Grant Before Approving

Once Section I and Section II of the Form 731 has been completed, select the “Complete Submission” button. The following page will appear:

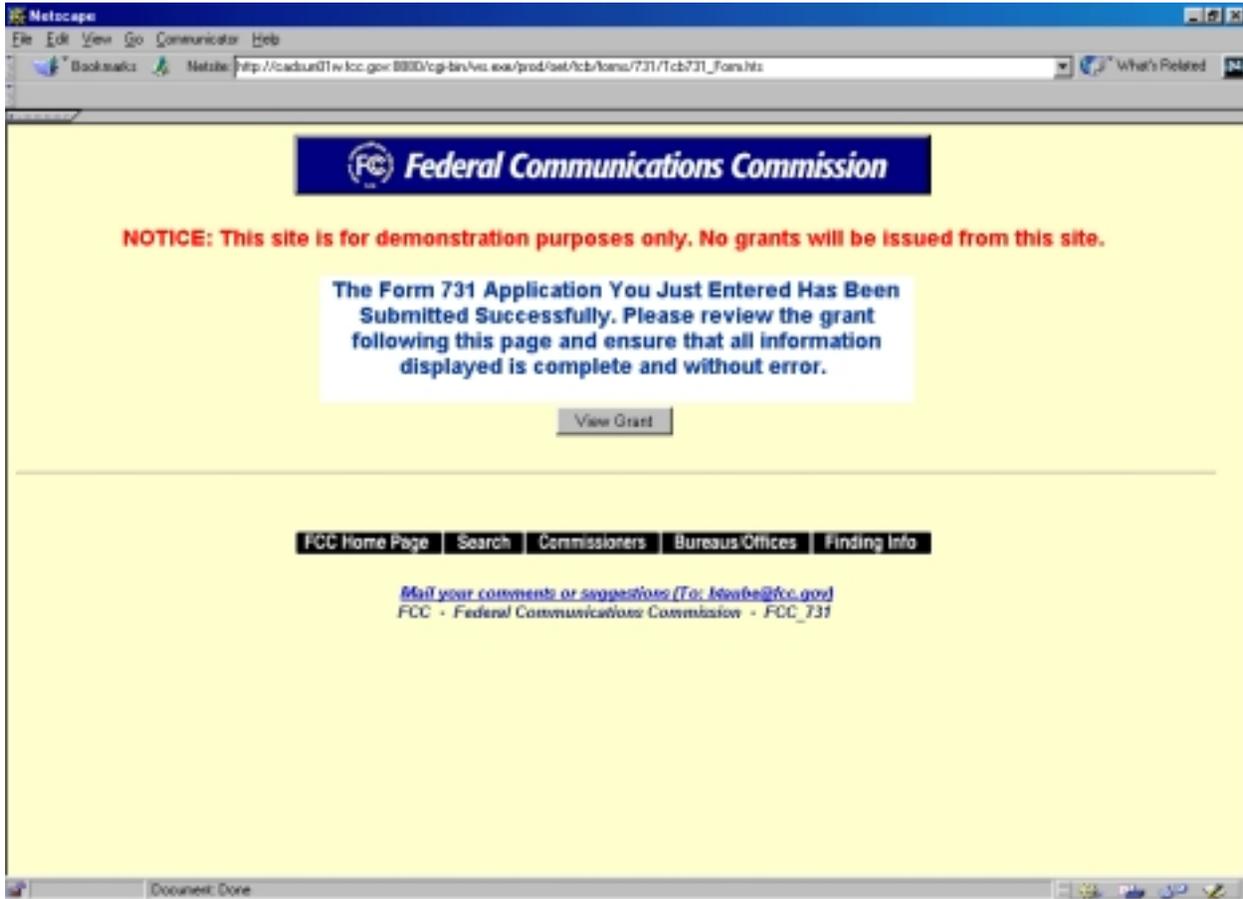


Figure 24: View Grant Page

This page informs the TCB that the data they have entered so far has been saved and is on file with the FCC. In addition, it notifies the TCB that they are required to review the grant that is about to be displayed for accuracy. When the “View Grant” button is selected from this page, the Grant of Equipment Authorization will appear:

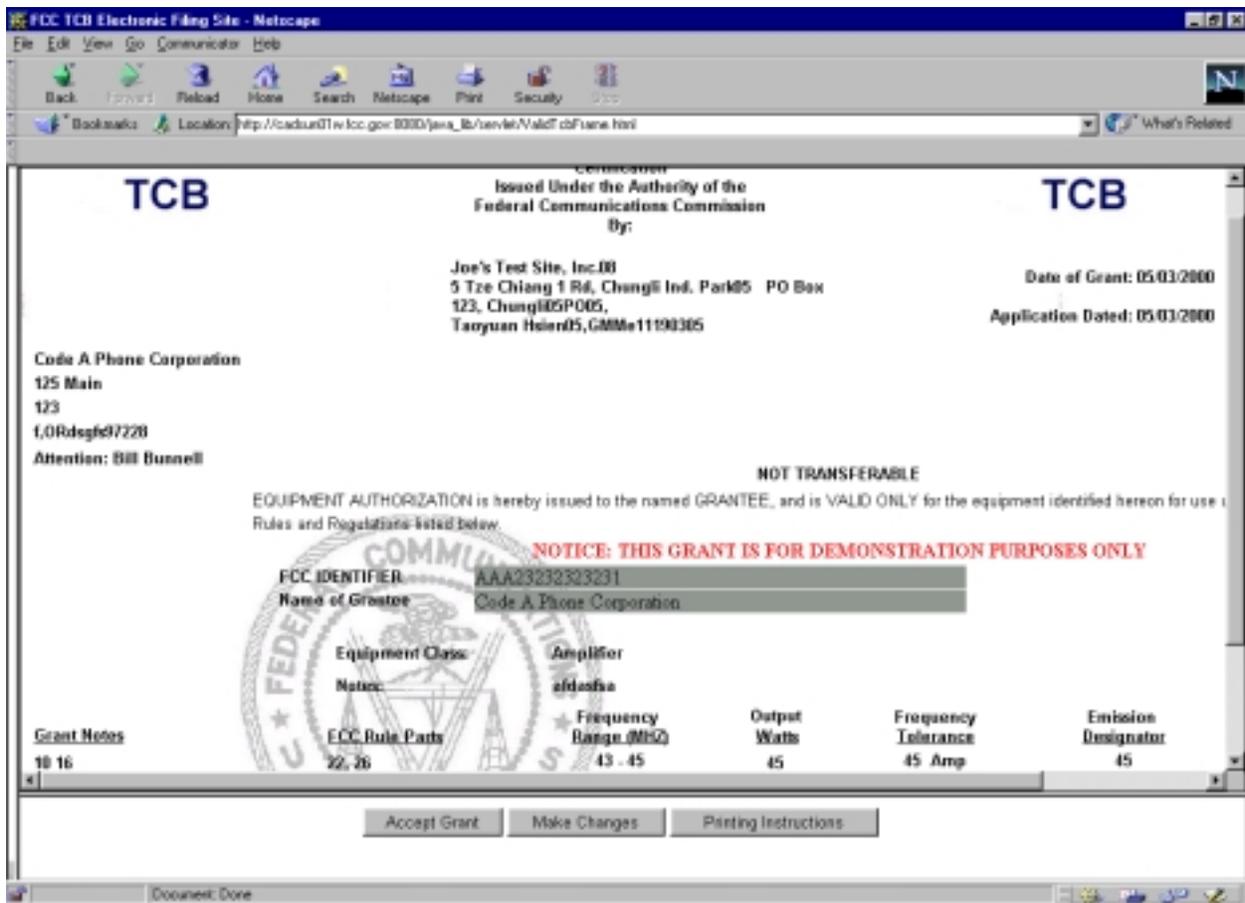


Figure 25: Grant of Equipment Authorization

The following information will be displayed on the grant:

1. The TCB letter images and the FCC Logo watermark.
2. The TCB Name, address, city state and zip code appear at the top of the grant.
3. The grantee name, address and contact information appear.
4. All equipment specifications previously entered from Section II.
5. All grant notes previously entered on Section II.
6. Any free-form text that the TCB entered on Section I

1.1.33 Making Changes to the Current Form 731

At the bottom of the grant, there are two buttons – “Accept Grant” and “Make Changes”. If after reviewing the Grant of Equipment Authorization, there are changes required, select the “Make Changes” button. The following window will appear:

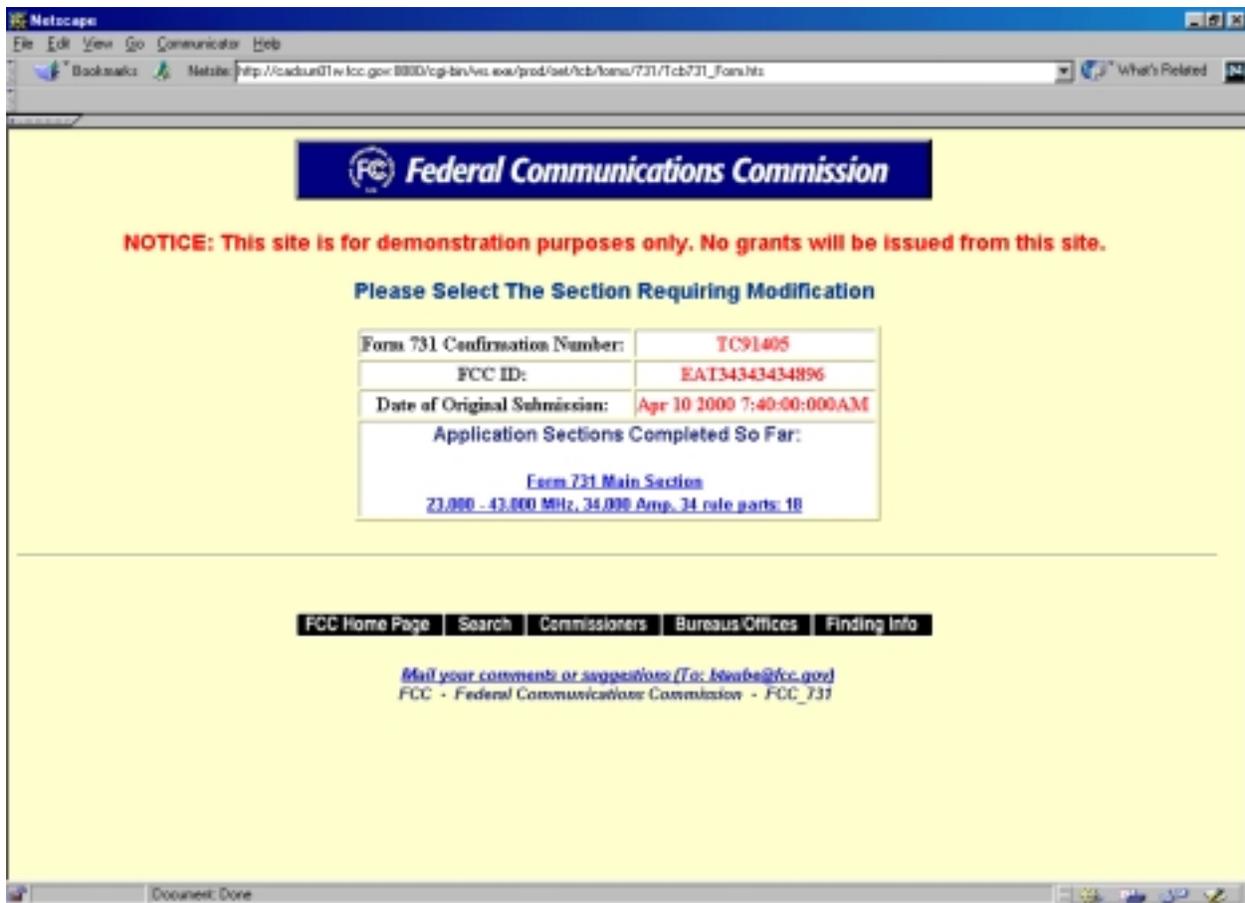


Figure 26: Form 731 Work in Progress Page

This page allows the TCB to go back to any section within the filing and make the appropriate changes. Once the changes are complete, the TCB may select the “Complete Submission” button from Section II to re-display the grant.

1.1.34 Completing the Form 731

When the grant appears as desired, select the “Accept Grant” button at the bottom of the page. The following confirmation page will appear:

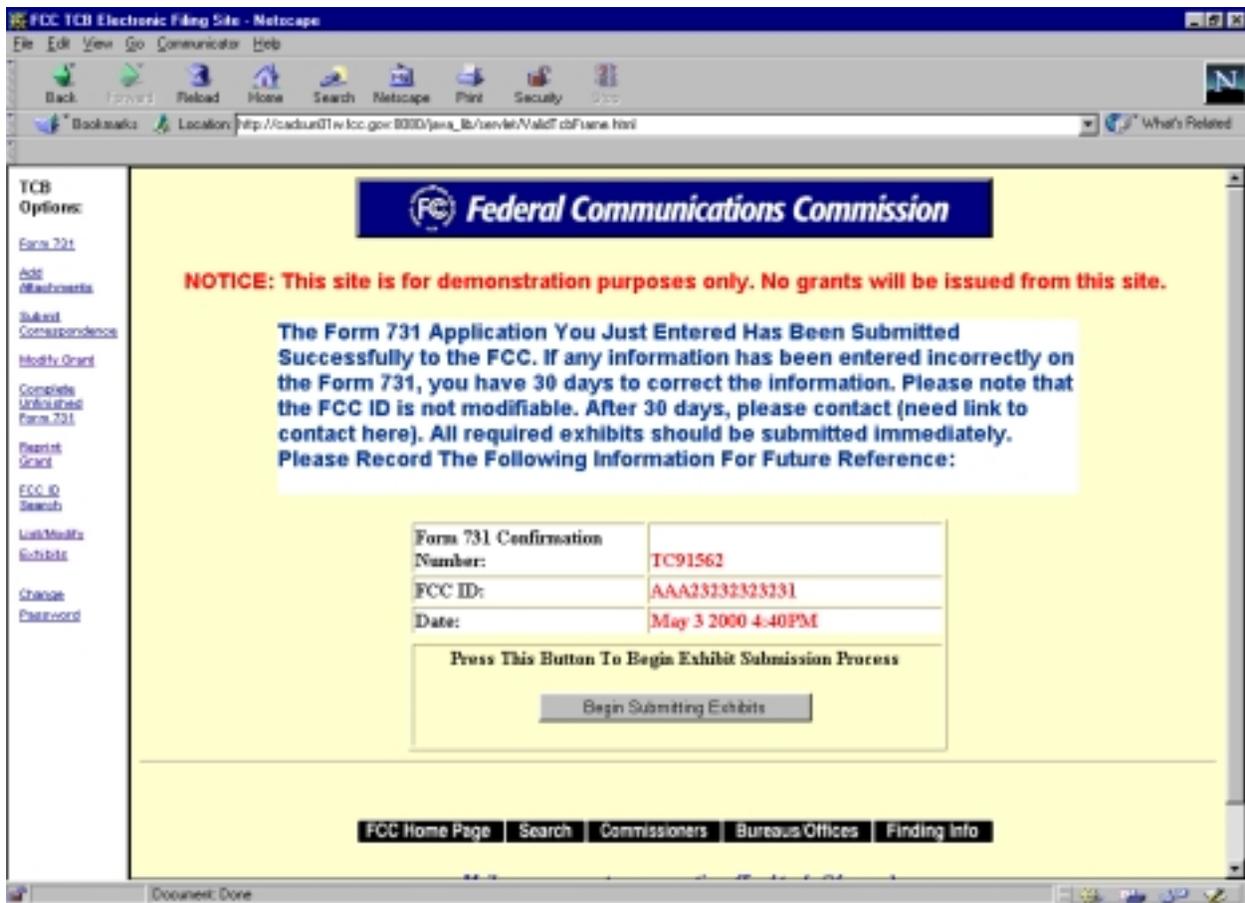


Figure 27: Form 731 Submission Confirmation

At this point, the Form 731 filing has been completed and will be set to a status of "Grant Issued". The TCB may now begin submitting exhibits. All exhibits must be uploaded within five business days of the application submission.

1.1.35 Add Attachments Page

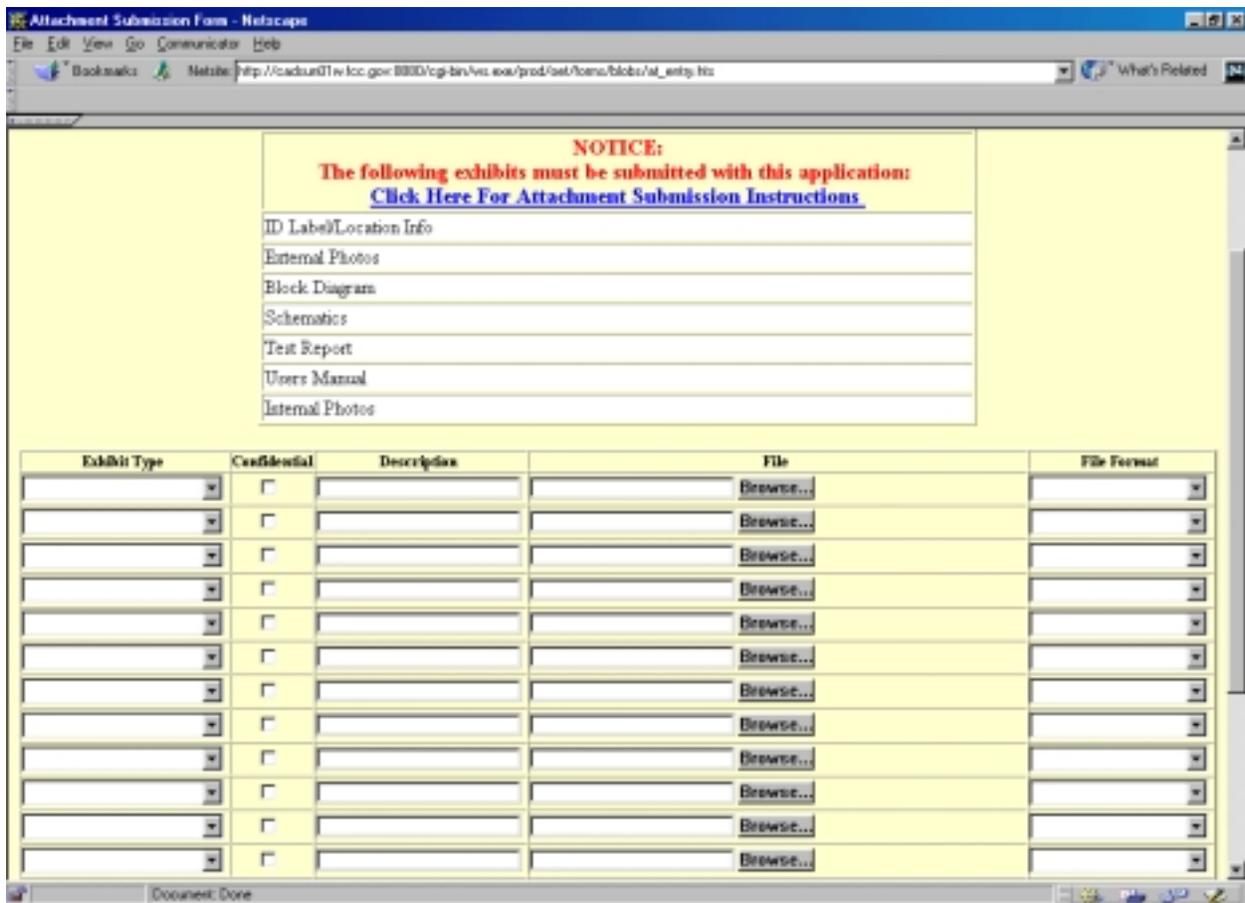


Figure 28: Attachment Submission Page

This page is the same page used in the EAS Electronic Filing System with a few exceptions. This page can be accessed immediately after completing the Form 731 by clicking the button or at any time by selecting the “Add Attachments” link on the TCB Home page. All exhibits should be uploaded within five business days of the grant.

The TCB may not submit exhibits if the Form 731 filing has been on file with the FCC for more than thirty days. In addition, they may submit additional exhibits to a Form 731 after the filing has been with the OET for thirty days **only** if the status of the application is under review by the OET. In most cases, the OET will request additional information via e-mail or letter. At this point, the TCB will be allowed to upload additional information. When the OET review is complete, no further information will be uploadable.

1.1.36 Submit Correspondence Page

This page is the same page used by the EAS Electronic Filing System, which allows applicants to reply to correspondence sent by the FCC. No enhancements have been made to this page as part of the TCB enhancements. Therefore, this form is not part of this testing effort.

1.1.37 Complete Unfinished 731

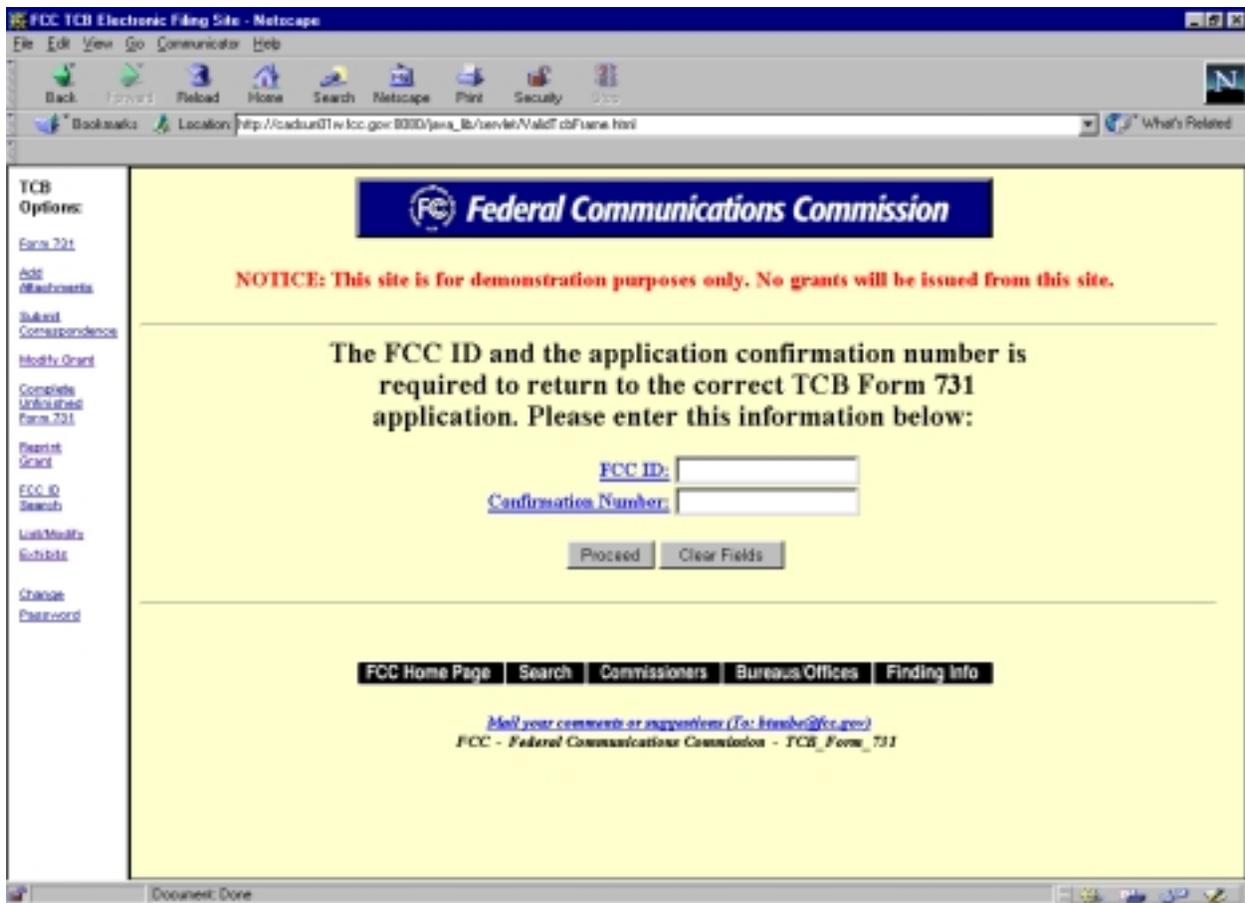


Figure 29: Unfinished Form 731 Welcome Page

This page allows the TCB to return to an incomplete Form 731 and complete the filing. In order for the TCB to use this feature, they must have completed and submitted Section I of the Form 731. If not, the OET has no record of the application. To return to an application, perform the following:

1. Select the “Return to Incomplete Form 731” link from the TCB Home Page. The page shown above will be displayed.
2. The TCB is required to enter both the FCC ID and the confirmation number of the FCC Form 731 that requires completion. The combination must match an application on file with the OET.
3. The TCB may not attempt to complete an application if the Form 731 filing has been on file with the FCC for more than thirty days.
4. Enter the correct FCC ID and confirmation number combination to return to the desired application. Select the “Continue” button. The following page will display:

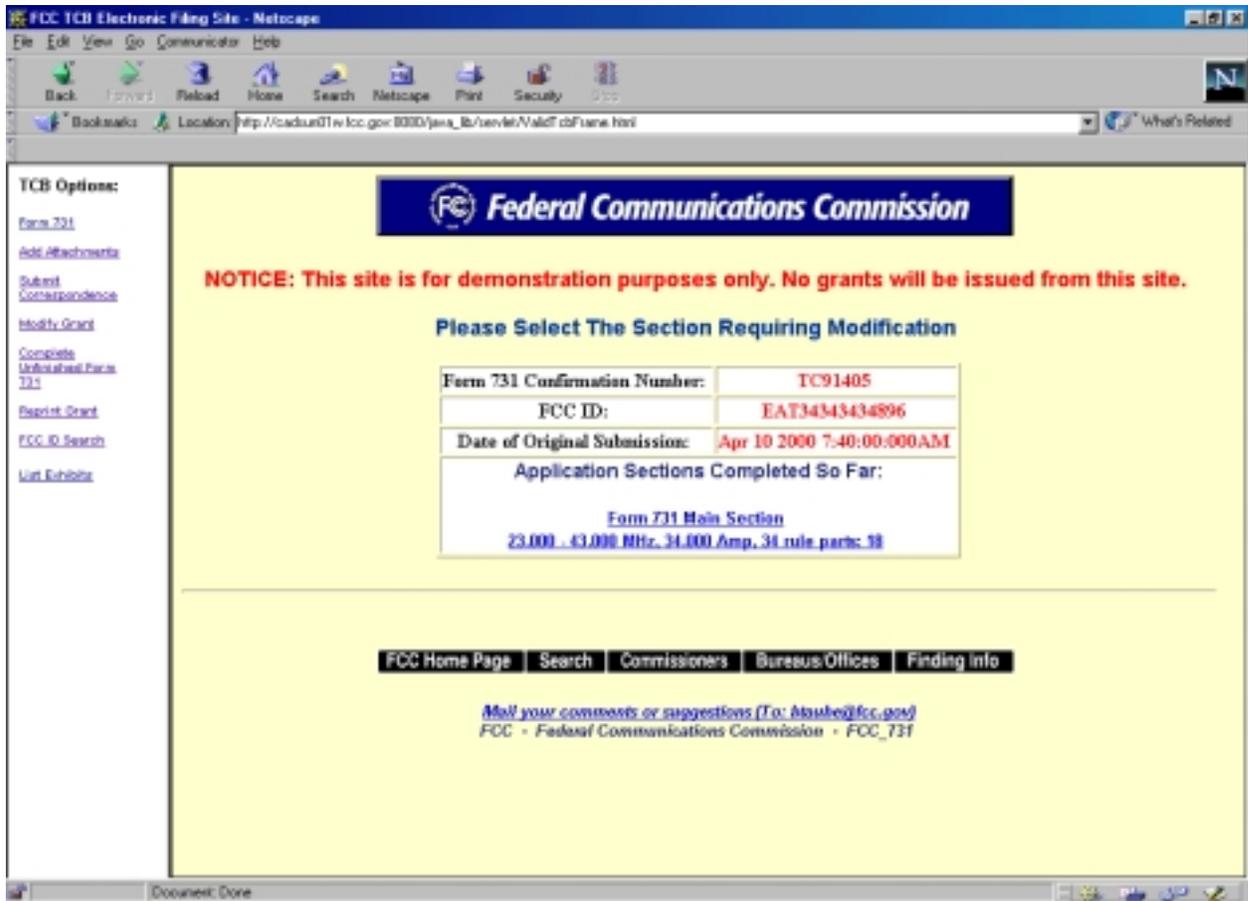


Figure 30: Form 731 Work in Progress Window

This page displays the applications work-in-progress history, as well as confirmation number, FCC ID and date of original submission. Hyperlinks will display with each section the TCB completed thus far.

At a minimum, the link to the main section of the Form 731 will display. In addition, a hyperlink for each technical specification (Section II) completed by the TCB will appear as well. When selected, Section II of the form will display pre-filled with the selected equipment specification. A new equipment specification may be added by selecting the add new specification button. In addition, an existing equipment specification may be deleted by first selecting the specification link, followed by selecting the “Delete” button on Section II.

1.1.38 Completing the Form 731

When the TCB is ready to issue the grant, perform the following:

1. Select the “Complete Submission” button.
2. The window displaying the grant will appear. Complete the submission by selecting the “Accept Grant” button.
3. The Form 731 Confirmation Page will appear. At this point, the application has been completed in full and is considered granted in the FCC database.
4. If modifications are required, select the “make changes” button described in Section 1.1.33

1.1.39 Modify Grant

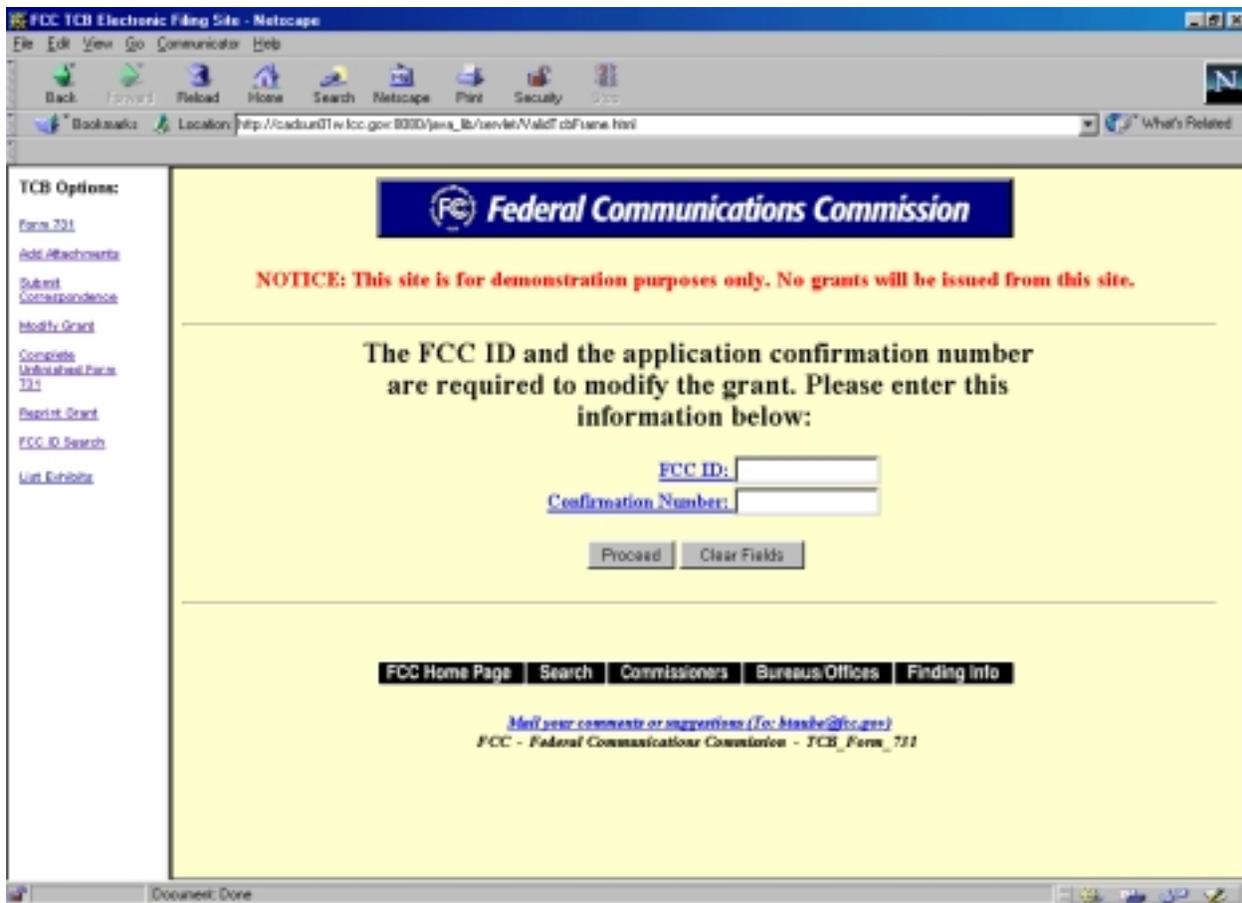


Figure 31: Modify Grant Entry Page

This page allows the TCB to return to a Form 731 that was previously completed and make changes to the data.

1.1.40 Modify Grant Checks

In order for the TCB to use this feature, the application must be less than thirty days old. Perform the following to modify a granted application:

1. Select the “Modify Grant” link from the TCB Home Page. The page shown above will display.
2. The help links next to each field display in blue.
3. The TCB is required to enter both the FCC ID and the confirmation number of the FCC Form 731 that requires modification. In addition, the combination must match an application on file with the OET.
4. The TCB may not modify an application if the Form 731 filing has been on file with the FCC for more than thirty days.
5. The TCB may only modify grants which they have issued.

1.1.41 Modifying the Form 731

Perform the following to modify the Form 731

1. Select the “Modify Grant” link from the TCB Home Page.
2. Enter the correct FCC ID and confirmation number for the Form 731. Press the “Continue” button.
3. The window displaying the grant will appear. The grant that displays contains the data associated with the application filed.
4. Select the “Make Changes” button. The following page will display:

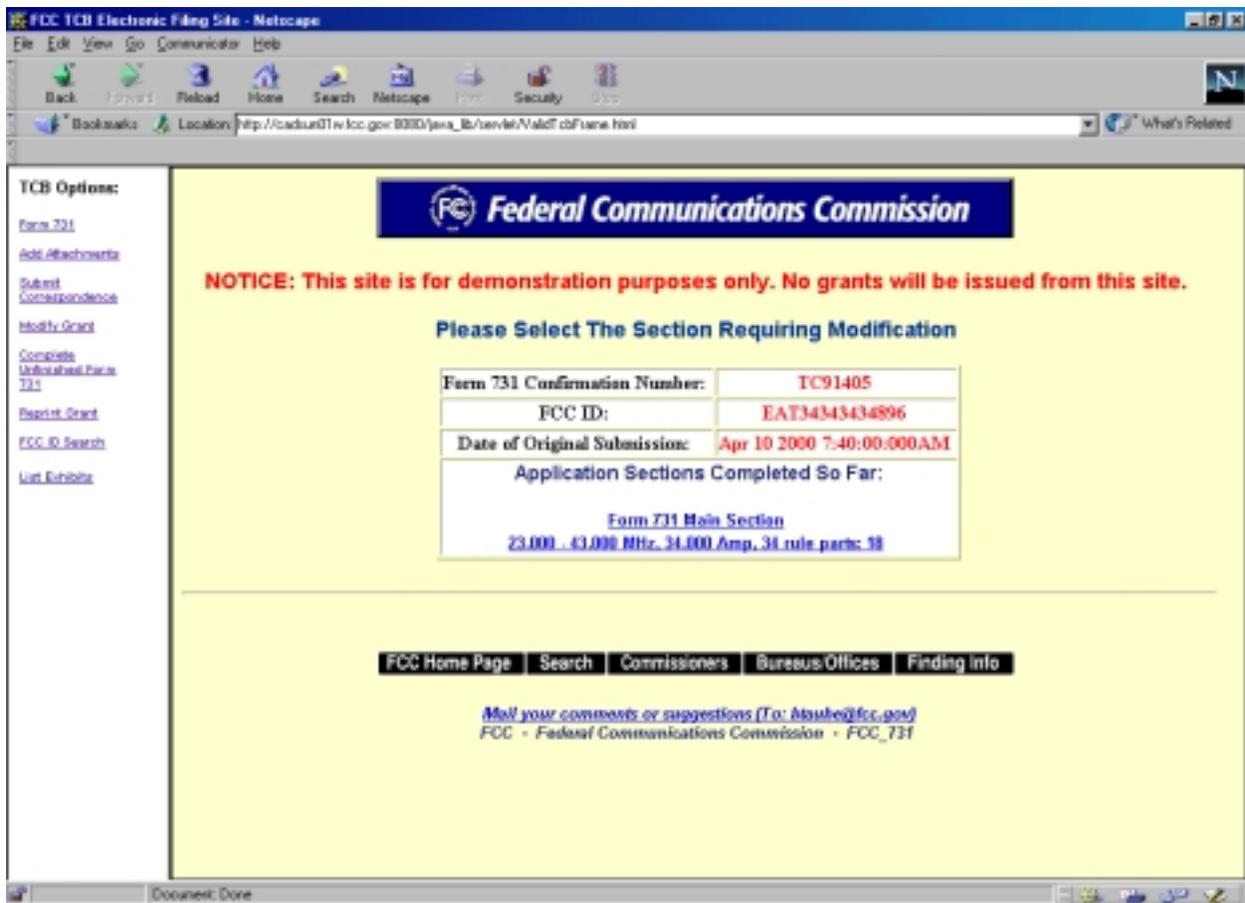


Figure 32: Form 731 Section List Window

5. Select any of the hyperlinks displayed to modify each field which requires modification.
6. Select the "Complete Submission" button when finished. Follow the procedures described earlier for completing the grant.

1.1.42 Reprint Grant

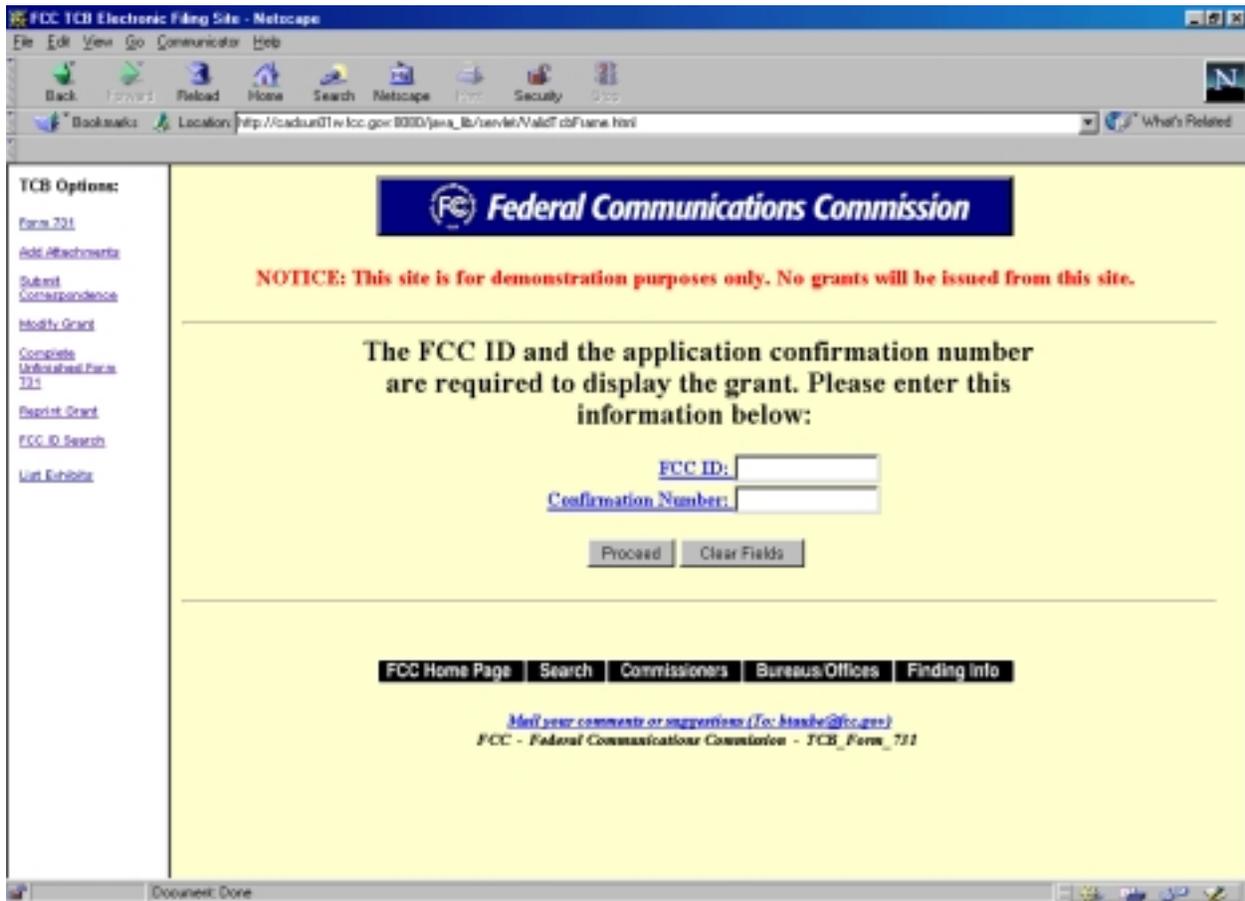


Figure 33: Reprint Grant Welcome Page

This page allows the TCB to reprint the grant associated with a specific TCB Form 731.

Perform the following to reprint a grant:

1. Select the “Reprint Grant” link from the TCB Home Page. The page shown above will be displayed. The help links next to each field are displayed in blue.
2. The TCB is required to enter both the FCC ID and the confirmation number of the FCC Form 731 that requires completion. In addition, the combination must match an application on file with the OET. The FCC ID and confirmation number entered must match an application on file with the OET, it must also belong to the TCB attempting to access it. Enter an FCC ID and confirmation number associated with a previously filed application belonging to the current TCB, followed by selecting the “Continue” button. The grant associated with the specified Form 731 filing will appear.
3. At this point, the grant may be printed.

1.1.43 Accreditor Report

When the user selects the “Accreditor List” from the TCB/Accreditor Home Page, the following report is automatically generated:

The screenshot shows a Netscape browser window with the URL http://radio.fcc.gov/8000/oeet/tcb_index.html. The page title is "FCC Office of Engineering & Technology. Active Accrerator List". The table below is the main content of the page.

Accrerator Name	Accrerator Address	Accrerator Contact	Phone Number	Fax Number	E-mail Address
AccreratorName	Park Road Suzer, TN6 2QR	N/A	N/A	N/A	N/A
AccreratorName	AccreratorAddress AccreratorCity, AccreratorState	N/A	N/A	N/A	N/A
BE's Test Accrerator test	100 Baritan Center Pkwy Edison, NJ	N/A	N/A	N/A	N/A
BrianName	123 Main St.	N/A	N/A	N/A	N/A
BrianTEST	BrianTEST BrianTEST, BrianTEST	N/A	N/A	N/A	N/A
bname	baddress1 bcity, bstate	N/A	N/A	N/A	N/A
test	test test,	N/A	N/A	N/A	N/A
testname	testaddress testcity, testState	N/A	N/A	N/A	N/A

Figure 34: Accrerator Report

This report contains a list of all Accrerators on file with the OET sorted by country, then by Accrerator Name. No user input is required from the user. An Accrerator whose status is expired will not display on this report.

1.1.44 FCC ID Search

This report allows the TCB to determine whether the FCC ID they wish to assign to their equipment has already been taken. When the TCB selects the "FCC ID Search" link from the TCB Home Page, the following page displays:



Figure 35: FCC ID Search Entry Page

Perform the following to use the FCC ID Search Report:

1. Click the “FCC ID Search” link from the TCB Home Page Menu.
2. Enter the FCC ID (grantee code + equipment product code) in question, followed by selecting the “Continue” button. A message will display stating that the status of the FCC ID. The TCB will not be allowed to use an FCC ID whose grantee has not yet paid the fee for the grantee code.
3. If the desired FCC ID is already on file, one of two messages will display when performing the FCC ID Search:
 - a. If the filing associated with the FCC ID is not in a final status, a message will display stating that the FCC ID has already been assigned and the filing is pending.
 - b. If the filing associated with the FCC ID is in a final status (i.e. Grant Issued, Dismissed or Denied), a message stating the FCC ID is already in use and the final status will be displayed.

1.1.45 TCB Search

This report allows the user to perform flexible searches of TCBs on file with the OET. This report is similar in appearance and function to the Generic Search report. When the user selects the “TCB Search” link from the TCB/Accreditor Home Page, the following page displays:

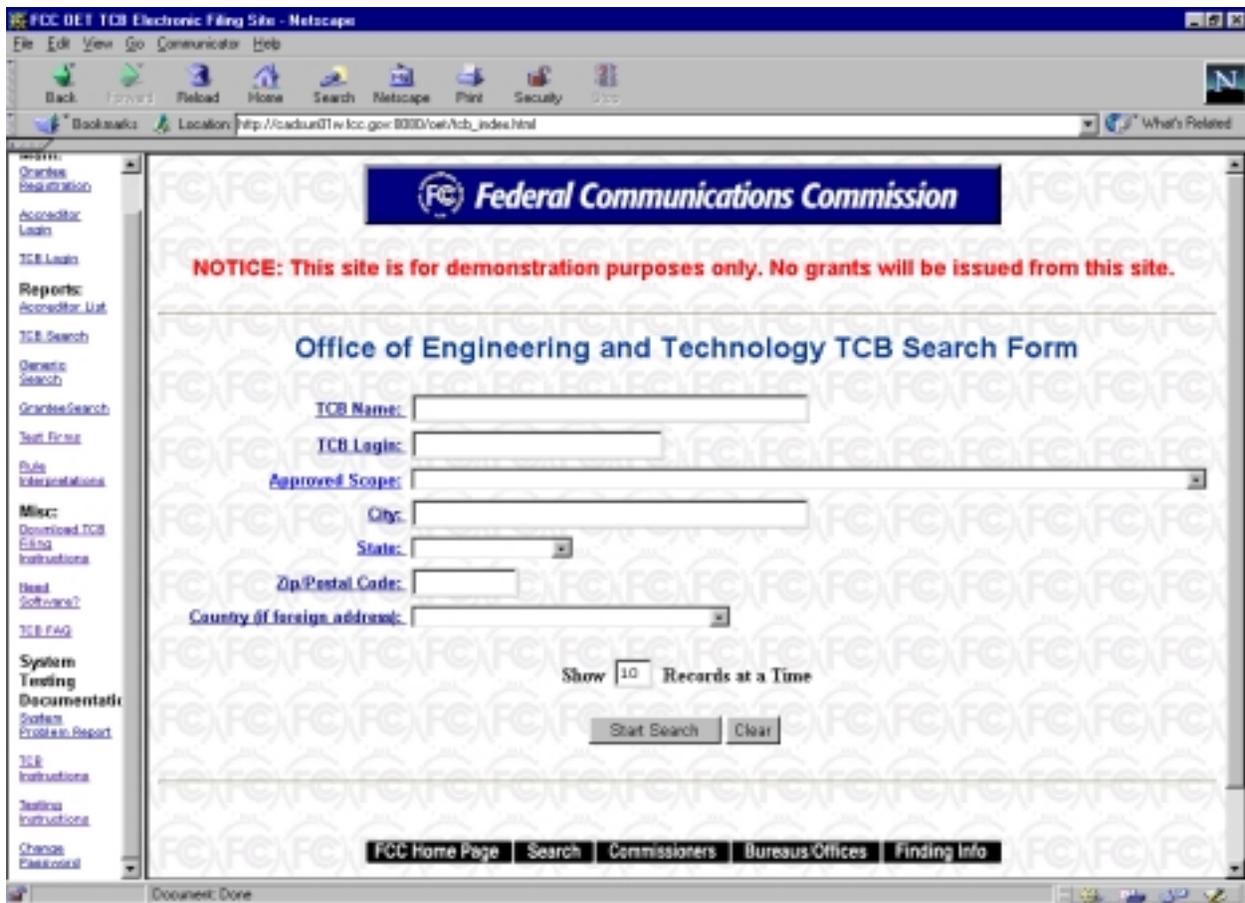


Figure 36: TCB Search Entry Page

The user may search one or any combination of the following fields related to TCBs:

1. TCB Name: The name of the TCB as it is used for conducting business. Partial name searches may be performed on this field.
2. TCB Login: This is the login the OET uses to identify the TCB
3. Approved Scope: the authorization scope that a TCB is currently authorized to use
4. City: The city where the TCB is located.
5. State: The state where the TCB is located.
6. Zip Code: The zip code for the TCB.
7. Country: The country where the TCB is authorized to do business.

The more search criteria specified, the narrower the search result will be. The result set returned will contain the values for each field shown above as well as the TCB contacts name, email address and contact address information. Once the search criteria has been entered, select the “Start Search” button. The desired TCB information will display.

1.1.46 Generic Search Report

When the user selects the “Generic Search” link from the TCB/Accreditor Home Page, the following page will display:

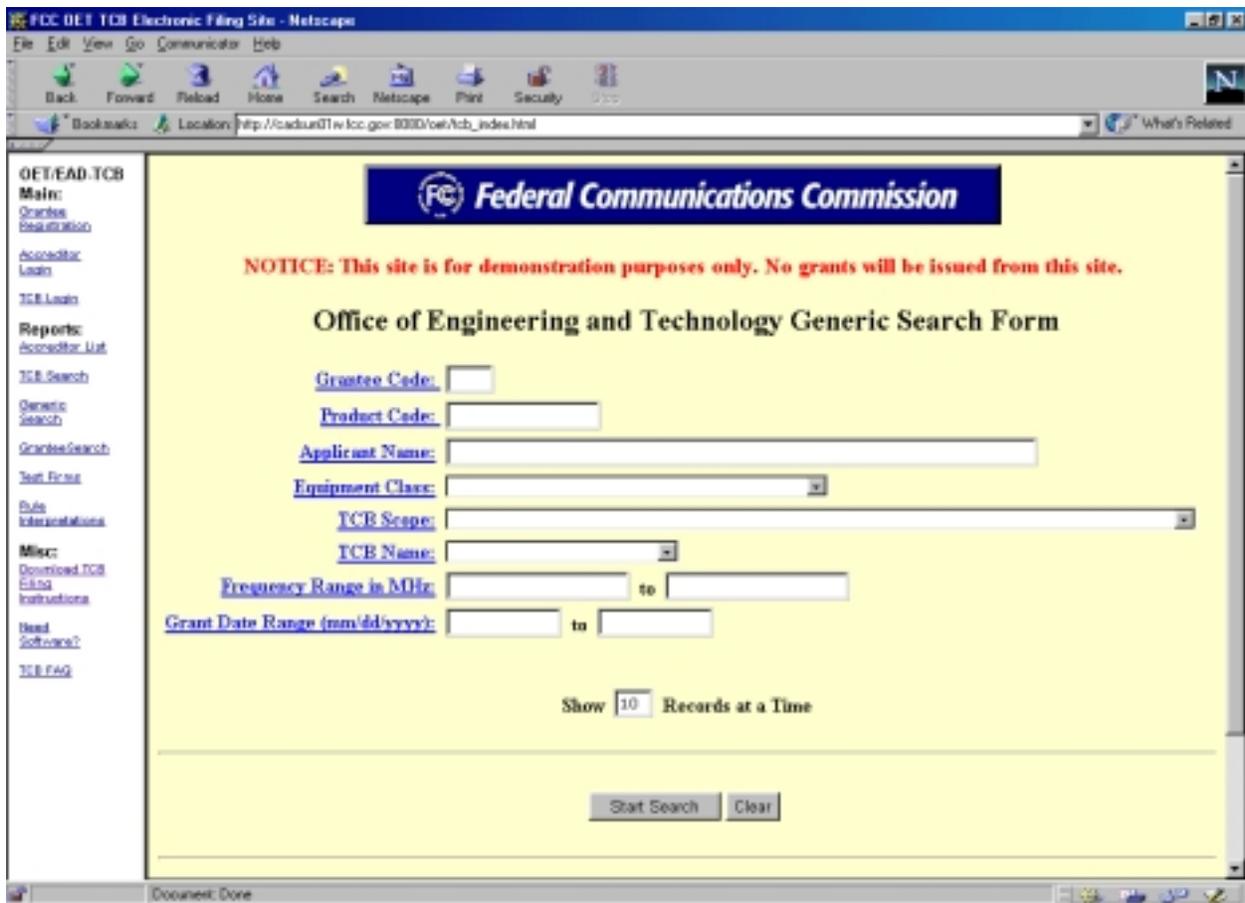


Figure 37: Generic Search Entry Page

This is the Generic Search report used in the EAS Electronic Filing System. Its purpose is to display application information that matches the search criteria specified by the user. It has been modified to include the TCB Name and TCB Scope as additional search criteria. All other functionality remains unchanged.

1.1.47 Rule Interpretations Data Link



Figure 38: OET Interpretation Letters Site

When the “Rule Interpretations” link is selected from the TCB/Accreditor Home Page, the user is proceeded to the central OET web site. This location is where the Rule Interpretations Text files may be viewed. No modifications have been made to this site as a result of the TCB additions.

1.1.48 Other Reports Provided

Links to the Grantee Search and Test Firm Search report, used in the EAS Electronic Filing System, have been provided on the TCB/Accreditor Home Page. No modifications have been made to the reports.