

How to Pay Application Fees

- 1. Congratulations! Your application has been assigned a 10-digit FCC File Number which means you can now pay your application fee. The FCC must receive your payment within 10 calendar days from the assignment of the File Number
- 2. In order to pay your application fee, you must be registered in CORES.
 - 2.1. If you are applying for a new license, you registered in CORES when you applied for your FRN and you may proceed directly to Section 4 (page 4).
 - 2.2. If you are already licensed and are applying for renewal or a change of call sign, the "legacy" version of CORES was retired on July 15, 2022, and you must register in the new version of CORES.
 - 2.3. The new version of CORES requires users to have a **Username and Password before they can do the following**:
 - Link your registered username to an existing FRN.
 - View & Pay Regulatory Fees, Application Fees, and Bills | View Red & Green light status.
 - Register and receive a new FRN (including Restricted Use FRN).
 - Reset/update your FRN password.
 - Apply for a 10-digit FCC Registration Number (FRN).
 - Search for public FRN information.
 - Update your username profile.
 - Use "License Manager" to renew your license, change their call sign systematically, apply for a Vanity call sign, etc., online: https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp
- 3. **Register in CORES.** If you have an FRN but do not have a CORES username and password, you must register in the new CORES. Go to this website to register: https://apps.fcc.gov/cores/userLogin.do Then refer to the image below:



Step 1 - Click on REGISTER.

Step 2 - Complete the form on the screen and submit it.

Step 3 - You will almost immediately receive an email from the FCC requesting you to verify your email address. An example of the email is shown below.

Your name,

Your request to create a new FCC account has been received. To verify your email address, please click the link below.

https://apps2.fcc.gov/fccUserReg/api/authorizeUser/916b6199bf6f4f9f43ee43f88baa36d249b1446e0b150a81eb64c25c4be6f9ec15784f75c64ef888

This link will expire within 24 hours. If you did not request an FCC account, please disregard this email.

For assistance, please submit a help request at https://www.fcc.gov/wireless/available-support-services or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Thank you,

FCC CORES Registration Team

Step 4 - After you have verified you email address, you can log into CORES for the purpose of associating your username with your FRN. Your username is your email address and the password is the one you created when you registered. Refer to the image below:

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.

<u>Update Username Profile</u> Update your username profile.

WARNING

From this point on, DO NOT use your browsers back button to return to a previous page.

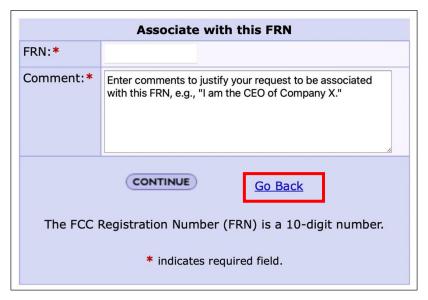
- Always use the "Go Back" link.
- If you don't use the "Go Back" link, you will have to log back into CORES.

Refer to the image at the bottom of the following page to see an example of the "Go Back" link.

WARNING

Make sure your FRN is entered correctly. If you don't enter your FRN correctly, the incorrect FRN will be associated with your username. You will have to contact the CORES help desk to correct your mistake: (877) 480-3201, Option 1 (Mon - Fri, 8am - 6pm ET).

Step 5 – Click on "Associate Username to FRN" shown in the image above. A new screen will appear as shown below.



WARNING

Make sure your FRN is entered correctly. If you don't enter your FRN correctly, the incorrect FRN will be associated with your username. You will have to contact the CORES help desk to correct your mistake: (877) 480-3201, Option 1 (Mon - Fri, 8am - 6pm ET).

Step 6 – Enter the required information and click on "CONTINUE".

Note: Your comment can be as simple as "I am the owner of this FRN".

- You will receive an on-screen notice that that your username and FRN are associated.
- You can now pay your application fee.

Note: You may have to log out of CORES in order to allow the program to update everything before you can pay your application fee.

Note: If your attempt to associate your FRN with your username is not accepted you will receive an on-screen notification telling you it was not accepted. It may tell you why and what you have to do to correct the issue. Otherwise, call the CORES help desk at the number and option listed above.

4. Pay your application fee.

Step 1 – Go to this website: https://apps.fcc.gov/cores/userLogin.do and refer to the image and explanation below.

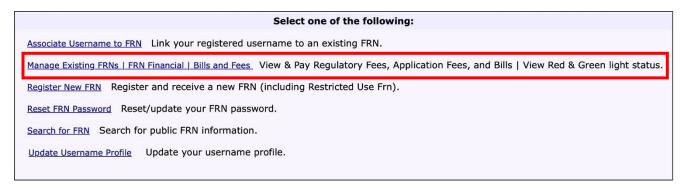
WARNING

According to the FCC, the FCC licensing and payment websites were not designed for mobile use. Though it is possible to navigate the site and submit a payment using a mobile device, **it is not recommended**.

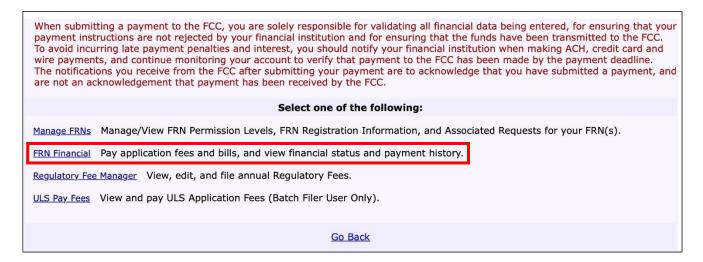
If you have any further questions or need additional information, please submit a help request at https://www.fcc.gov/wireless/available-support-services or call the FCC Licensing Support



Step 2 – Enter your CORES Username and Password and click on "LOGIN". The following image will be displayed on your screen.



Step 3 – Click on " *Manage Existing FRNs | FRN Financial | Bills and Fees*" shown in the image above. The following image will be displayed:



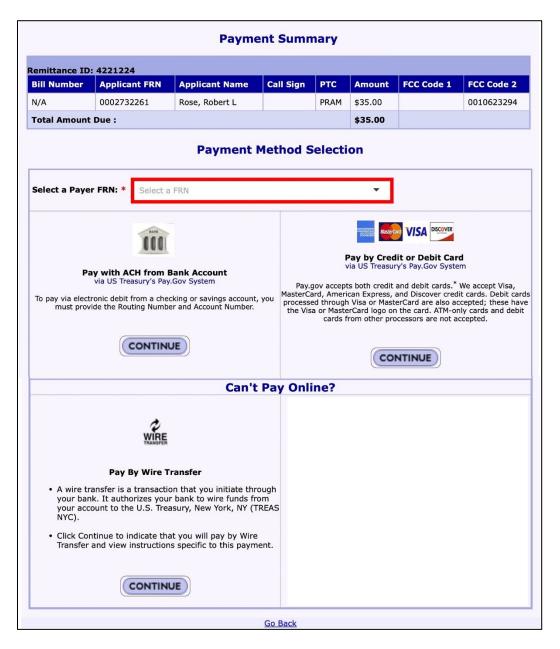
Step 4 – Click on "FRN Financial" shown in the image above and refer to the image below.



Step 5 – Click on "View/Make Payments" shown in the image above and refer to the image below.



Step 6 - Click on " Make Payment" shown in the image above and refer to the image below.



Step 7 – Select the payers FRN. Typically, only one FRN will be listed. Select this FRN even if the payment is being made by someone else (e.g., Parents, grandparents, aunts/uncles, spouse, etc.).

Step 8 – Choose the desired method of payment and provide the required information.

- Paying by credit or debit card is the easiest and fastest.
- Electronic debit (ACH) from a checking or savings account is also fast.
- Wire transfers usually require a fee for this service.

5. If you need assistance with paying your application fee, contact the CORES help desk: (877) 480-3201, Option 1, Mon - Fri, 8am - 6pm ET.