Filing Instructions for 20-270 - $50 licensing fee.

Connect to the internet and type in or click on this link… https://www.fcc.gov/ecfs/filings   This will take you directly to the FCC filing area.

The first text box (Proceeding(s) you will need to type in the following: **20-270** and then hit enter. This is the filing number. Once you've done this 20-270 will now be highlighted in yellow

You then move to the next box and type in your name. You will need to hit enter after you've typed it in. Once you've done this your name will be highlighted in yellow

You will now move down past Law Firms and Attorney's and in the Primary Contact Email box, type in your email address. This will not get highlighted

You will now move down to "File Number" and again type **20-270**

The next box down is Type of Filing. It is a dropdown box with a number of items to select from. Select the first item (Comment)

Move down the list to (Address of) and select "Filer"   - as that you are the filer of this comment.

Move down to the (Address) and add your address, then move down to the (City) and add your city, then move down to the (State) and add your state, and then move down to your zip code and add your zip code.

Move to the "Upload Documents" box. If you are using the pre-written document that I have started for you, please remember to change the name and address within the document and save it as a new name in your computer where you can find it. By clicking on the hyperlink inside the box you will now be asked to upload that document. Go to the file folder and select the document and then hit "Open" to input the document into the system. If you've done it correctly it should now show the name of the document in blue below the dropbox area.

You'll want to click on the "Email Confirmation" so that you'll get a confirmation of your submission and then click on the blue "Continue To Review Screen" This will allow you to review all the submitted information before you hit the "Submit" button..

If all is good, hit the "Submit" button. If not, use your back button to return to the information page and do your corrections. Once done and satisfied, click on the submit button.

Unless you want to submit another filing, you're done and can exit off of the webpage.