

## How to Pay Your 2022 (and beyond) Annual Regulatory Fees Using the FCC's CORES System

Beginning in 2022, annual FCC regulatory fees can no longer be paid through the agency's "Fee Filer" system as in years past. Instead, regulatory fee filings for 2022 and beyond must be prepared and submitted through the Regulatory Fee Manager feature in the FCC's "COMmission REGistration System," more commonly known as "CORES." To complicate matters even further, in July 2022 the FCC decommissioned its legacy CORES system, making the newer version of CORES the only functional avenue for regulatory fee preparation and payment. While this newer version has been in use since 2016, not all of our clients may have had cause to encounter the system often, or at all, to this point. A link to the CORES login page is [here](#). This will be the user starting point for most of the actions we discuss below.

What follows is a brief outline of the steps you'll need to take in preparation for your 2022 regulatory fee payment. You should take Steps 1-3 below as soon as possible, as these actions will set up the system of individual users and permissions you'll need to have in place to smoothly access CORES and avoid last-minute snags that could jeopardize the timeliness of your payments. Step 4 explains how to make the payments themselves through CORES. The attachments to this summary are FCC instructions which provide further details on each step.

### **Step 1: Individual Users Establish CORES Accounts**

The current CORES system, now required for regulatory fee payments, is based on individual registered users who then "link" to the FCC Registration Numbers, or "FRNs," of the FCC-regulated entities for which they are filing a form or paying a fee. This means that *every individual in your organization who may be working on your regulatory fees* should establish a personal FCC Username Account in the FCC User Registration System by providing a valid e-mail address and creating a password.<sup>1</sup> [Attachment A](#) and this [link](#) provide details on establishing user accounts.

### **Step 2: Designate and Establish an "Administrator" for Your Company's FRN(s)**

Each entity doing business with the FCC must have an FCC Registration Number, or "FRN." This is not a new concept; you are likely familiar with the idea of FRNs and have on hand the FRNs (and associated passwords) for the entities in your organization. Depending on how your company is structured, your enterprise has one, several, or many FRNs, one for each entity in the structure that may need to file a form, pay money, or report information to the FCC.

By default, the first individual user to link to a given FRN in CORES becomes the "administrator" of that FRN. Among other things, this status gives the "administrator" the ability to approve, reject and assign permission levels to requests by other users seeking to link to the FRN. (We discuss this further in Step 3 below.)

We recommend you designate one or more persons in your organization to be "administrator" of your company's FRN(s). If no individual user has yet linked to the FRN in the current CORES system, that person will become administrator upon linkage. If another person has already linked and become administrator, that person will receive your administrator's linkage request (see Step 3 below) and can

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<sup>1</sup> While this summary pertains to FCC regulatory fees, it's important to note that CORES can now be utilized by individuals to access FRNs for the purpose of preparing and filing applications in various application filing systems, and it will shortly become the required vehicle for paying application filing fees as well. Thus, over time it will be helpful for virtually any individual in your organization who may touch an FCC filing to have an individual CORES user account.

grant co-administrator status. We suggest that your administrator (or at least one co-administrator) be a member of your organization and not a Wiley attorney or legal assistant.

### **Step 3: Users Link to FRN(s)**

Once individual users have established their Username Accounts, and an FRN administrator is in place, individual users can now associate their accounts with the necessary FRN or FRNs for which annual regulatory fee submissions will be made. The process begins by an individual user accessing CORES through that person's user account and requesting linkage to the necessary FRN(s). [Attachment B](#) to this summary details this process.

The FRN's "administrator(s)" (see Step 2 above) will receive email notifications of all linkage requests. The administrator may then approve or reject those requests. When approving a request, the administrator may assign the linking user one of three ascending permission levels: "View," "Manage," and "Administer." [Attachment C](#) to this summary contains details about administrator dispositions of association requests, including the privileges included in each level. Generally speaking, "view" access should be sufficient for non-administrator users to accomplish their tasks.

**For users working on regulatory fees (including Wiley attorneys and legal assistants, if they typically assist you), there is one other necessary action for the administrator to take when approving a linkage request.** Specifically, in order to access the CORES Regulatory Fee Manager to prepare, submit and pay the annual regulatory fees, administrators and authorized users should be provided access to the financial information associated with the FRN by having the "Manage Financial Info" permission granted as part of their access. [Attachment D](#) explains this.

### **Step 4: Pay Regulatory Fees Through CORES**

With the necessary individual users linked and the appropriate permissions granted, you (or someone you designate) should now be able to prepare, submit and pay your annual regulatory fees. To do this, log into CORES using your username and password [here](#).

- From the main menu select "[Manage Existing FRNs | FRN Financial | Bills and Fees](#)";
- then select "[Regulatory Fee Manager](#)";
- then select the Licensee FRN from the dropdown list under the [Assessments](#) tab or type in the Licensee name or FRN in the search area. If the licensee is assessed annual regulatory fees for the current fiscal year, the fees will be summarized in the [Assessment](#) tab by service category and can be added to the [Fee Summary](#) tab.

If you are making payments for more than one Licensee, you can view the assessed fees in the Assessments tab for one licensee FRN at a time, then add them to your Fee Summary.

- You can make modifications to the regulatory fee filing in the [Fee Summary](#) tab.
- Click the "[Continue to Pay](#)" button and
- Pay the regulatory fees via credit card (online), wire transfer, ACH/debit from bank account (online) or Visa or MasterCard debit cards (online)

Additional information concerning the regulatory fee process can be found [here](#).

And please do not hesitate to contact us with any questions.

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## Register New FCC Username Account

**Register New FCC Username Account** provides guidance on how to create a Username Account for an individual in the updated FCC Commission Registration System (CORES). Once an individual has a username, it can be used to link existing or new FCC Registration Numbers (FRNs) to the Username Account.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, click the “REGISTER” link under “Need a Username?” See Figure 1 below.

**Figure 1**



3. Fill in the requested information; items noted with an \* indicate required information. Then click “Create Account”. See Figure 2 below.

**Note:** Enter a valid email address in the “Username” and “Confirm Username” fields. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

**Note:** To ensure the email address you provide as a username is available, click “Check Availability” to the right of the “Username” field before entering additional information. Your email address may only be used once. If it has already been registered, you will be notified that the Username is not available.

**Note:** The Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

Figure 2

**FCC** Federal Communications Commission

# FCC User Registration System

## Create New Account [Help](#)

\* indicates required field

### Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

\* Username:

\* Confirm Username:

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please [click here](#).

\* Password:

\* Confirm Password:

### Enter Additional Contact Information

Prefix/Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

The secondary email address provided cannot be used for login purposes.

Secondary Email:

Phone: Country Code:  \* Phone Number:

Phone Extension:

### Enter Security Question

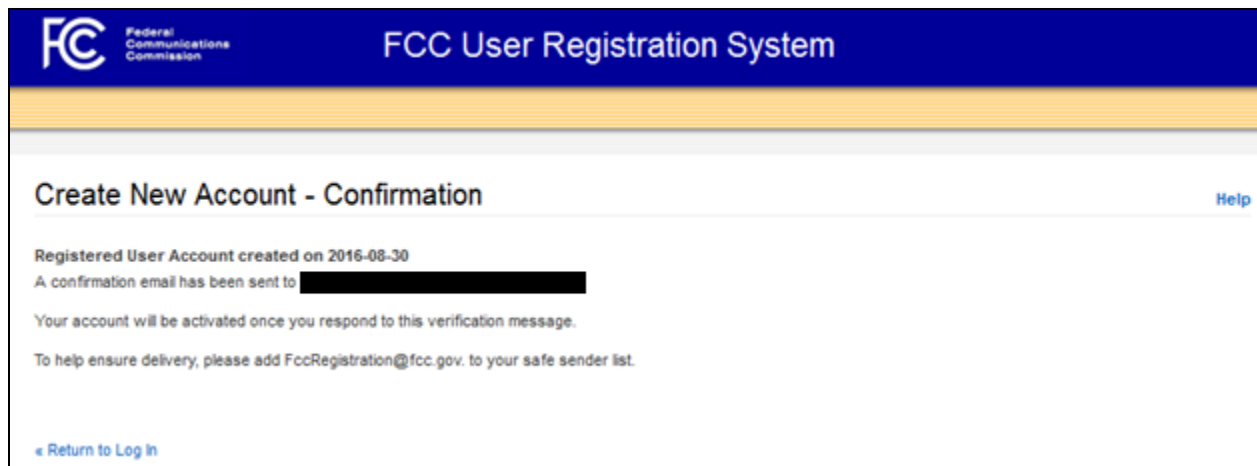
\* Security Question:

\* Answer:

4. Your FCC Username Account has been created and you will be directed to a Create New Account - Confirmation page. See Figure 3 below.

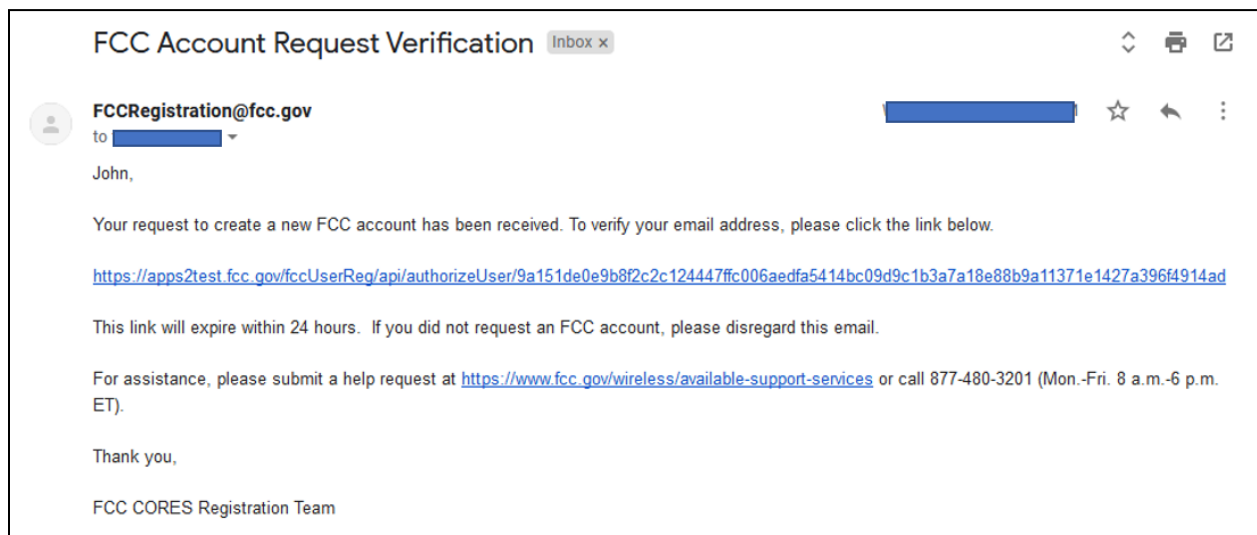
**Note:** Your FCC Username Account will not be activated until you have verified the email address provided (please see steps 5-7).

**Figure 3**



5. A confirmation email from [FCCRegistration@fcc.gov](mailto:FCCRegistration@fcc.gov) will be sent to the email address provided as the username during the FCC Username Account creation. Access the email and follow the instructions within the email to activate your Username Account.
6. Click on the confirmation link in the email from [FCCRegistration@fcc.gov](mailto:FCCRegistration@fcc.gov) to verify the email address and activate your FCC Username Account. See Figure 4 below.

**Figure 4**



7. You will be directed to the Email Address Verification page. This page confirms that your email address has been verified, and you may now access CORES using your username and password.

**Note:** An FCC Registration Number (FRN) is not automatically associated with your FCC Username Account. Click “Go to CORES” to access your Username Account and link an existing FRN to your Username Account or to register for a new FRN. See Figure 5 below.

**Figure 5**



## Associate Username to an Existing FRN

**Associate Username to an Existing FRN** provides guidance on how to link an existing FCC Registration Number (FRN) to your FCC Username Account.

**Note:** An existing FCC Registration Number (FRN) does not automatically link to your FCC Username Account. In order to do so, you must associate your Username to an existing FRN.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below. If you do not have a Username, click “REGISTER”.

**Figure 1**

Figure 1 shows three panels from the FCC Registration - Login page:

- Username Login:** Includes a note: "Note: The Username is the email address associated with your FCC Username Account." Below are input fields for Username and Password, and a yellow "LOG IN" button circled in red.
- Need a Username?:** Includes a yellow "REGISTER" button, a link for "Forgot/Reset your Username Password?", and a link for "Check Username Availability".
- Search for public FRN information:** Includes a yellow "SEARCH" button.

3. Once logged in, click the “Associate Username to FRN” link. See Figure 2 below.

**Figure 2**

Figure 2 shows the FCC Registration User Home page. The page title is "FCC Registration" and the breadcrumb is "FCC > FCC Registration > User Home". The user is logged in, as indicated by the "Logged In" status and "Logout" link. The "User Home" section contains a "Select one of the following:" menu with the following options:

- Associate Username to FRN:** Link your registered username to an existing FRN. (This link is circled in red.)
- Manage Existing FRNs:** View and perform additional actions upon your registered FRNs.
- 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.

4. Enter the Existing FCC Registration Number (FRN) and a comment. Click “CONTINUE”. See Figure 3 below.

**Note:** The comment you provide will be visible to the FRN Administrator of the FRN, if the FRN already has an Administrator associated with it, so that he or she can decide whether to grant your FRN Association Request. An Administrator can assign/approve permission levels for an FRN to other users. If the FRN does not have an Administrator yet, then the comment will only be visible to you and saved for your records.

**Figure 3**

The screenshot shows a web browser window with the title "FCC Registration". The breadcrumb trail is "FCC > FCC Registration > Associate Username to FRN". The page content is titled "Associate Username to FRN". In the center, there is a form titled "Associate with this FRN". The form has two input fields: "FRN:" with a red asterisk and a text box, and "Comment:" with a red asterisk and a larger text area. Below the form, there are two buttons: "CONTINUE" (circled in red) and "Go Back". Below the buttons, there is a note: "The FCC Registration Number (FRN) is a 10-digit number." and a legend: "\* indicates required field." The top right of the page shows "Logged In" and a "Logout" link.

5. This page gives you options on how to associate the FRN to your Username: entering the Password for the FCC Registration Number (FRN) or sending a request to the FRN Administrator for association approval. If the FRN has a Personal Security Question (PSQ) set, you may also enter the PSQ response. See Figure 4 below.

Option 1: Select the “Yes. Here is the password:” radio button, type in the Password for the FRN, and click “SUBMIT”.

Option 2: Select the “Or, enter the answer to the Personal Security Question, “[PSQ]”:

radio button, type in the PSQ response, and click “SUBMIT”.

Option 3: Select the “No. Send a request to the FRN Administrator for association approval” radio button and click “SUBMIT”.

**Note:** IF the FRN has not been associated with another Username, it will not have an Administrator. IF you choose Option 3 and an Administrator does not exist, you will receive an error message.



**Note:** If the FRN was registered through the updated CORES system, then a request will automatically be sent to the FRN Administrator for association approval. You will not be prompted to enter the PSQ response or FRN password.

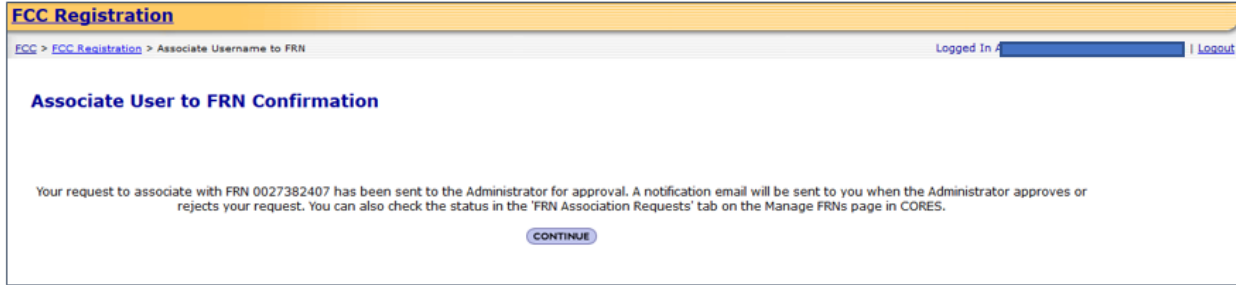
**Figure 4**

6. If selecting Option 1 or Option 2 you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully associated your Username to an existing FCC Registration Number (FRN). See Figure 5 below.

**Figure 5**

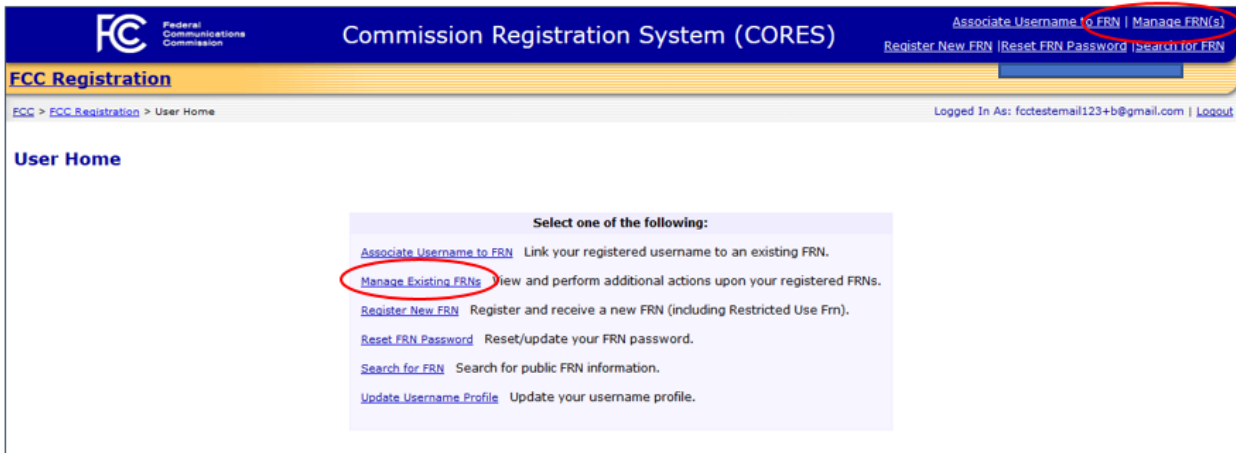
If selecting Option 3, you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully sent a request for approval to the FRN Administrator to associate the given FRN to your Username. A notification email will be sent to you when the FRN Administrator decides within CORES whether to grant this FRN association request; you can check the status in the “FRN Association Requests” tab in CORES. See Figure 6 below.

**Figure 6**



7. In order to check the status of the request for approval to the FRN Administrator to associate the given FRN to your Username, click the “Manage FRN(s)” link. See Figure 7 below.

Figure 7



8. Click the “Manage FRN(s) link. See Figure 8 below.

Figure 8



9. Click the “FRN Association Requests” tab, where you can view the status of your request and cancel or “Remove FRN Association Request” if you choose to do so. See Figure 9 below.

Figure 9

**FCC Registration**

ECC > FCC Registration > Manage Existing FRNs > Manage FRNs Logged In   | Logout

### Manage FRNs

Administer Manage View **FRN Association Requests**

Show  entries Search:

FRN	FRN Name	Username	Date Requested	Action
0027382407	FCC Test 2	fcctestemail123+b@gmail.com	02/25/2019	<a href="#">Remove FRN Association Request</a>

Showing 1 to 1 of 1 entries Previous  Next

[Go Back](#)

## Approve/Reject FRN Association Requests

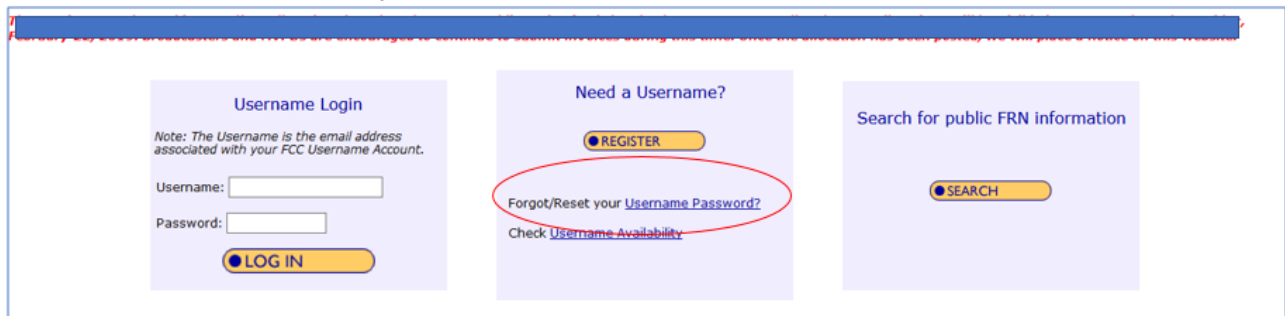
**Approve/Reject FRN Association Requests** provides guidance on how a person identified as the FRN Administrator for an FRN can review requests from others seeking access to the FRN, grant or deny the FRN Association Request, and assign appropriate FRN permission levels.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

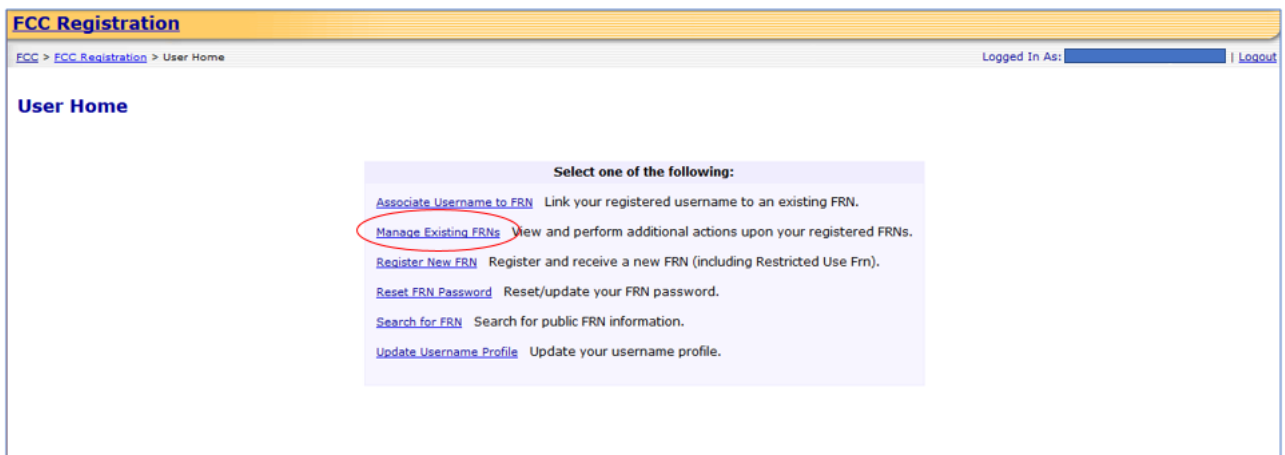
2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

**Figure 1**



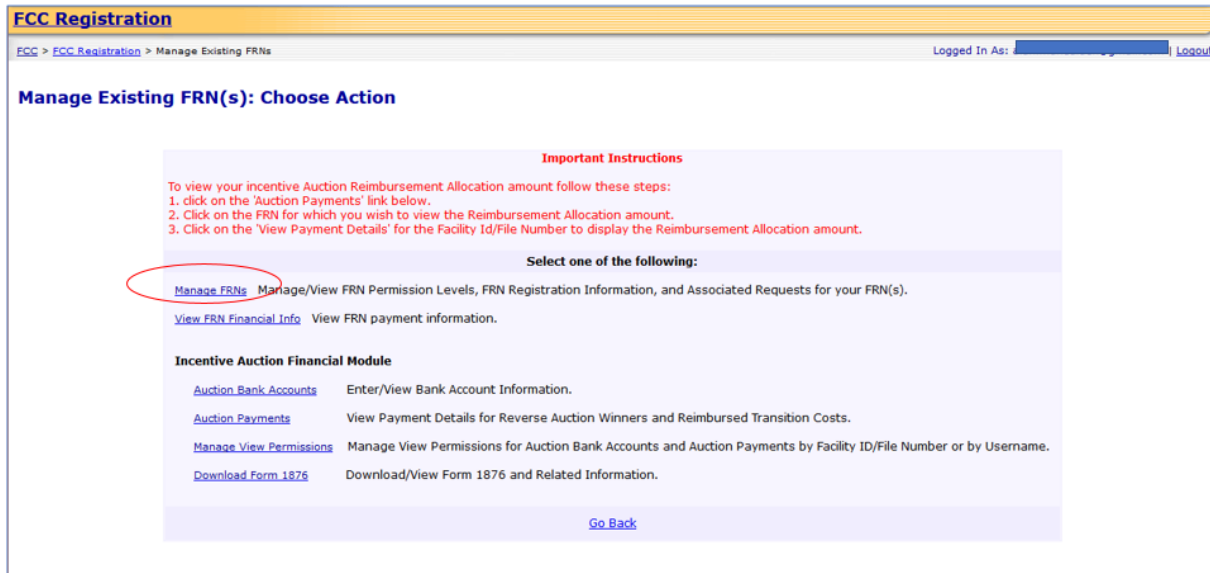
3. Click the “Manage Existing FRN(s)” link. See Figure 2 below.

**Figure 2**



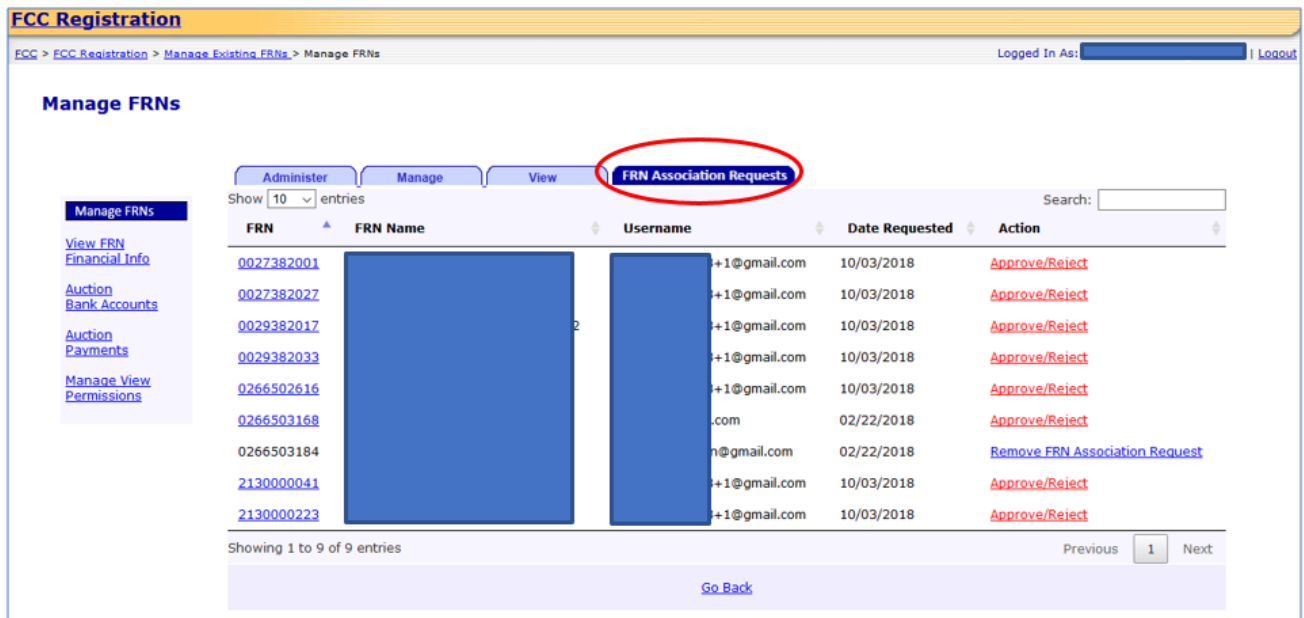
4. Click the “Manage FRNs” link. See Figure 3 below.

Figure 3



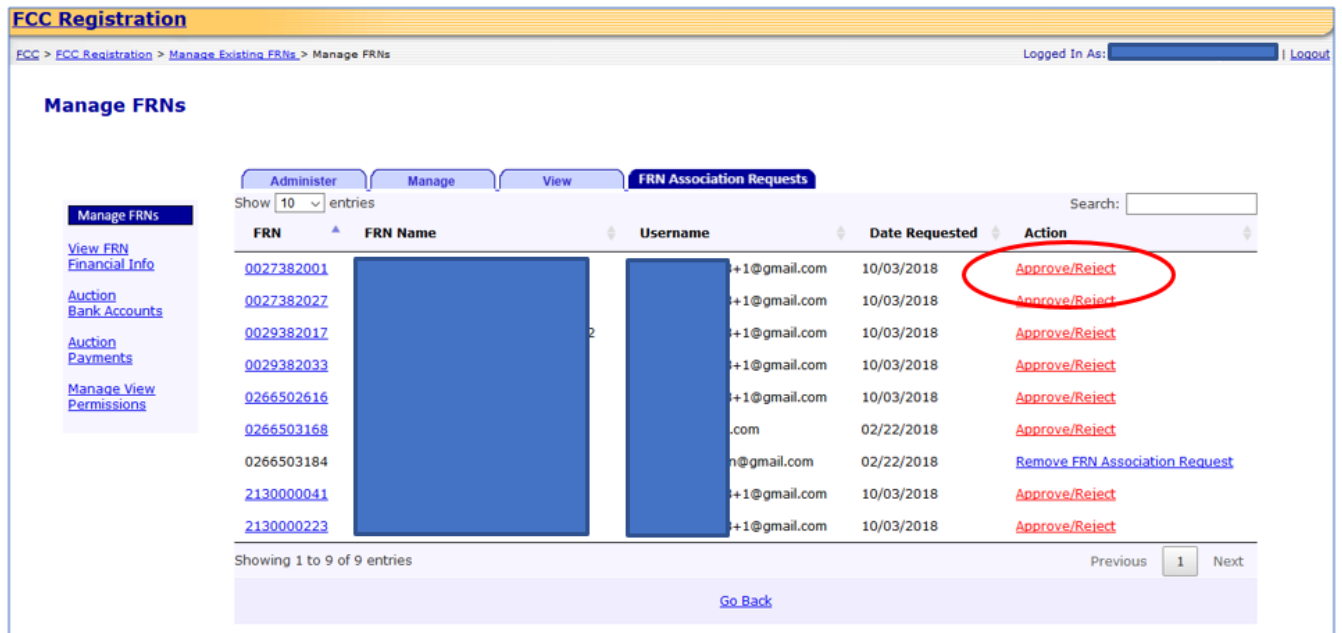
5. Click the “FRN Association Requests” tab. See Figure 4 below.

Figure 4



6. Click the “Approve/Reject” link. See Figure 5 below.

Figure 5



7. Fill in the requested information; items noted with an \* indicate required information. Then click "SUBMIT". See Figure 6 below.

**Note:** For updating the Status, the choices will be "Approve" and "Reject".

**Note:** The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be "View", "Manage", and "Administer". Table 1 provides the functions available for each Permission Level.

**Note:** The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN's financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

The choices will be "No" and "Yes". By selecting "Yes", you will be certifying that the specified Username has the authority to view the specified FRN's financial information.

The permission will also allow this Username to access the Red Light Display and Fee Filer Systems with the FRN.

**Note:** The FRN and Username will already be populated and not editable.

**Figure 6**

**FCC Registration**

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Manage Association Request

Logged In As: [redacted] | Logout

### Approve Username/FRN Association

**Approve Username/FRN Association**

FRN: 0027382001

Username: [redacted]@gmail.com

Status: \*

Permission Level: \*

Manage Financial Info Permission:  No  Yes

By selecting "Yes", I certify that Username testymcgee818+1@gmail.com has the authority to manage the FRN 0027382001's financial information.

This permission will also allow this Username to access the following systems with the FRN:

- [Red Light Display](#)
- [Fee Filer](#)

Comment: Test

**SUBMIT** Cancel

\* indicates required field.

**Table 1**

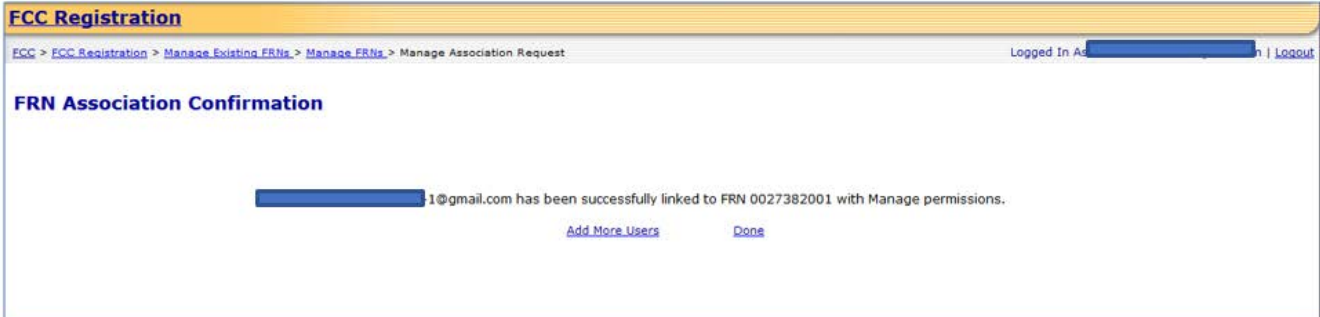
Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No

Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

If you approve the FRN Association Request, you will be directed to the FRN Association Confirmation page. This page confirms that you have successfully approved a Username to FCC Registration Number (FRN) association. See Figure 7 below.

**Note:** The page will give you an option to either “Add More Users” (returns to the Association Requests page) or be “Done” (return to the User Home page).

**Figure 7**





## Administer Manage FRN Financial Info Permission

**Administer Manage FRN Financial Info Permission** provides guidance on how a person identified as the FRN Administrator for an FCC Registration Number (FRN) can grant or deny a Manage Financial Info Permission to a user already associated to the an FRN. The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN and will allow the user access to the Red Light Display and Fee Filer Systems with the FRN.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

**Figure 1**

The screenshot shows the FCC Registration - Login page with three main sections:

- Username Login:** Includes a note: "Note: The Username is the email address associated with your FCC Username Account." Below are input fields for "Username:" and "Password:", and a "LOG IN" button.
- Need a Username?:** Includes a "REGISTER" button, a link for "Forgot/Reset your Username Password?", and a link for "Check Username Availability".
- Search for public FRN information:** Includes a "SEARCH" button.

3. Click the “Manage Existing FRN(s)” link. See Figure 2 below.

**Figure 2**

The screenshot shows the FCC Registration - User Home page. The breadcrumb trail is "FCC > FCC Registration > User Home". The user is logged in as [redacted] and can click "Logout".

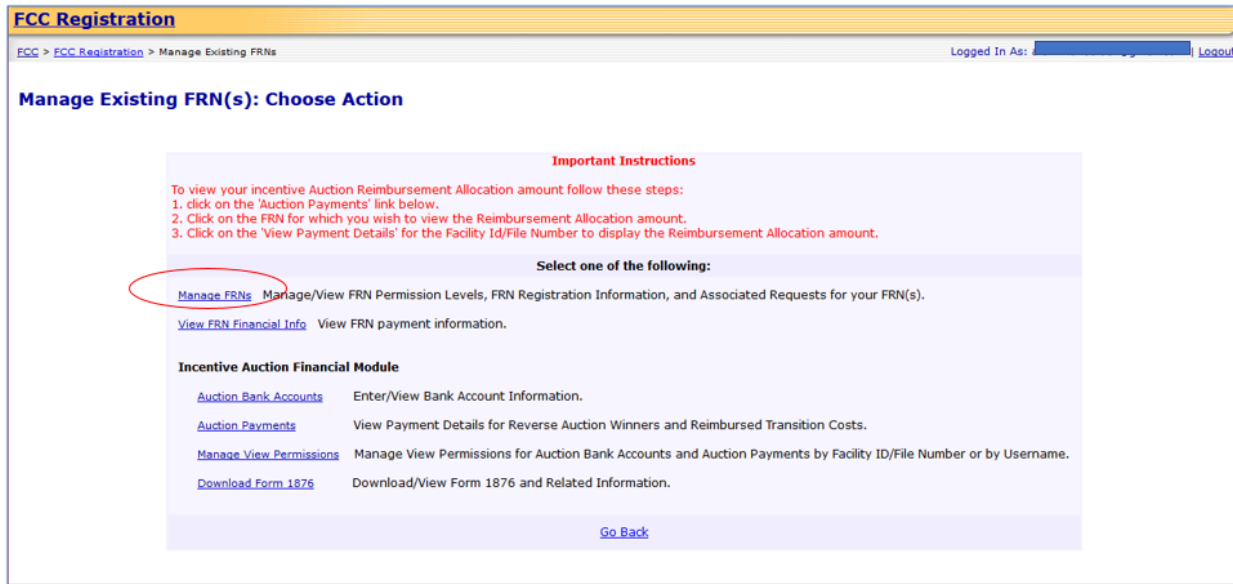
**User Home**

**Select one of the following:**

- [Associate Username to FRN](#) Link your registered username to an existing FRN.
- [Manage Existing FRNs](#) View and perform additional actions upon your registered FRNs.
- [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.

4. Click the “Manage FRNs” link. See Figure 3 below.

Figure 3

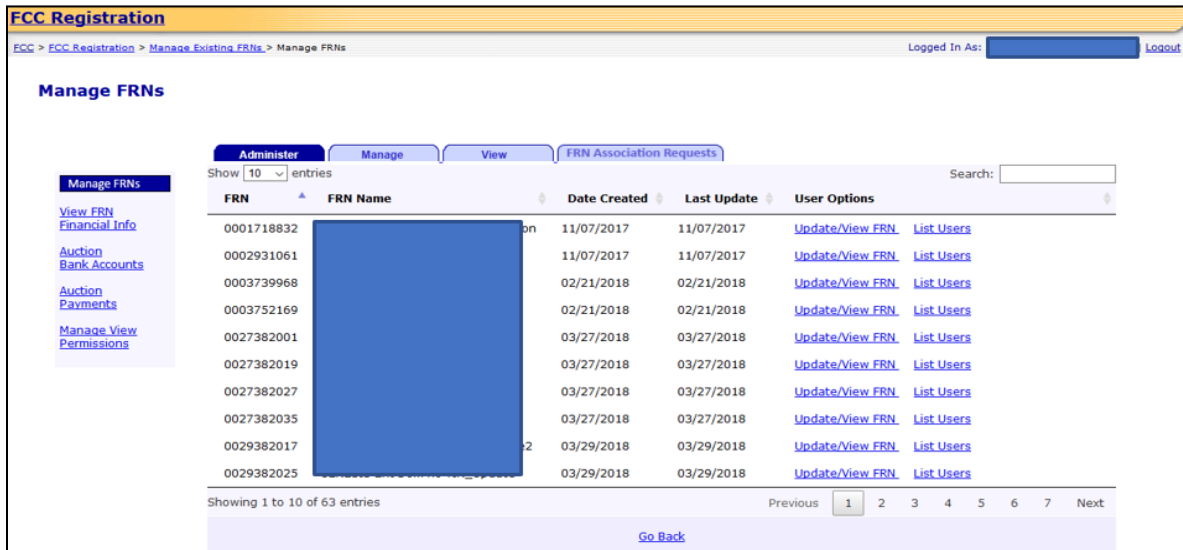


5. Click on the “Administer” tab. See Figure 4 below.

**Note:** Which tab you click on to update an FCC Registration Number (FRN) is based on the Permission Level you have for that FRN. Only the “Administer” Permission Level allows for changing Permission Levels for Usernames to that FRN.

**Note:** The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. Table 1 provides the functions available for each Permission Level.

Figure 4

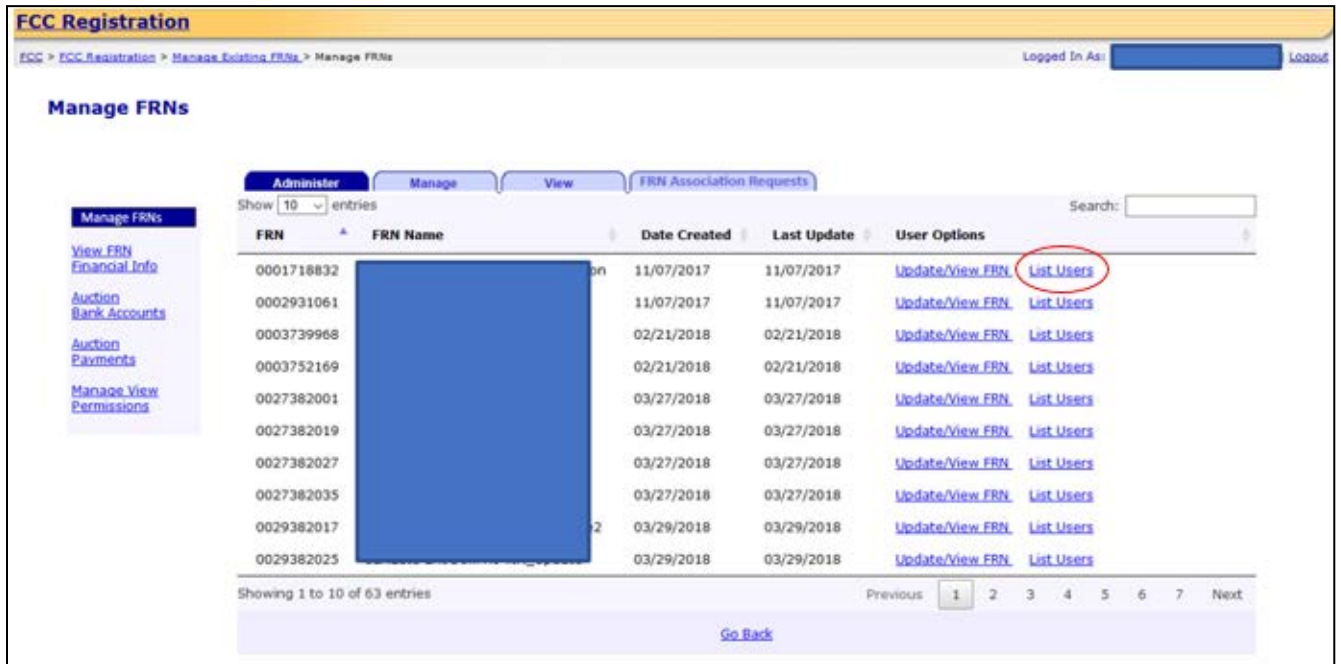


**Table 1**

<b>Functionality</b>	<b>Administer Permission Level</b>	<b>Manage Permission Level</b>	<b>View Permission Level</b>
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No
Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

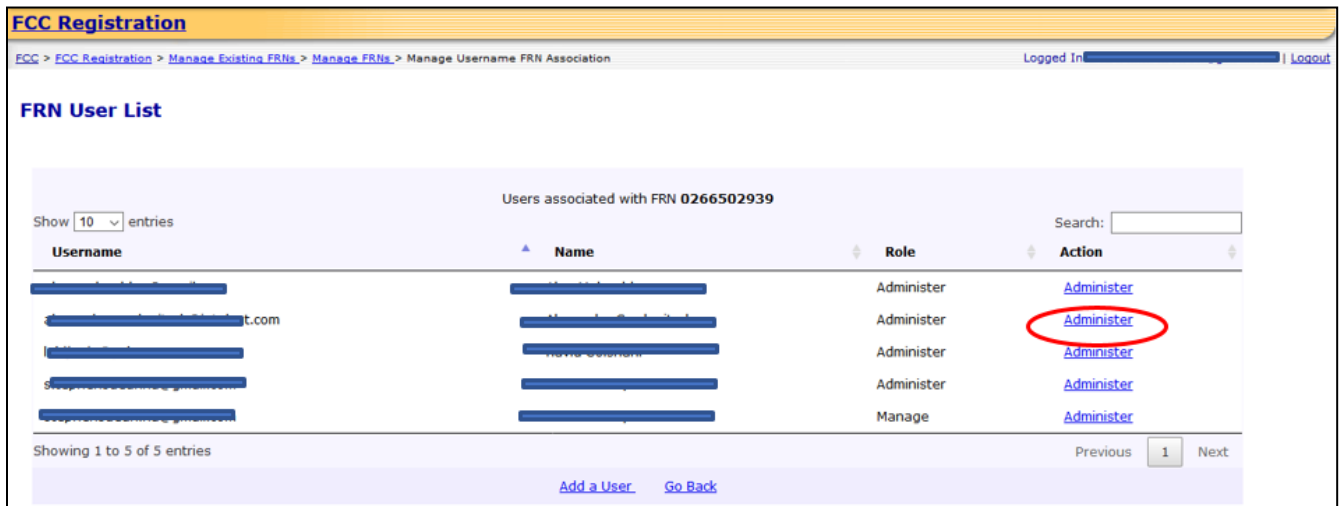
6. Click on “List Users” to the right of the FCC Registration Number (FRN) for which you wish to administer a Manage FRN Financial Info permission. See Figure 5 below.

Figure 5



7. Click on “Administer” to the right of the Username for which you wish to administer a Manage Financial Info permission. See Figure 6 below.

Figure 6



8. Update the “Manage Financial Info Permission”. The choices will be “No” and “Yes”. By selecting “Yes”, you will be certifying that the specified Username has the authority to view the specified FRN’s financial information. Change any other desired information and enter a Comment. Click “SUBMIT”. See Figure 7 below.

**Note:** The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. The user will be able to update the Permission Level.

**Note:** The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN’s financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

The permission will also allow this Username to access the Red Light Display and Fee Filer Systems with the FRN.

**Note:** The FRN and Username will already be populated and not editable.

**Note:** The comment you provide will be visible to the Administrator(s) of the FRN.

**Figure 7**

The screenshot shows a web form titled "Administer Username/FRN Association" within the "FCC Registration" system. The breadcrumb trail is "FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Manage Username FRN Association". The user is logged in. The form fields include: FRN (populated), Username (fcd...), Permission Level (dropdown menu set to "Manage"), Manage Financial Info Permission (radio buttons for "No" and "Yes", with "No" selected), a certification statement: "By selecting 'Yes', I certify that Username [redacted] has the authority to view the FRN [redacted] financial information.", a list of systems accessed: "Red Light Display" and "Fee Filer", and a Comment field. At the bottom, there are "SUBMIT" and "CANCEL" buttons, with "SUBMIT" circled in red. A note at the bottom states "\* indicates required field."

9. You will be directed to the Administer User FRN Confirmation page. This page confirms that you have successfully updated the Username-FRN Association permission level(s). See Figure 8 below.

**Note:** The user whose permission you updated will be sent an email from [FCCRegistration@fcc.gov](mailto:FCCRegistration@fcc.gov) specifying the permission level changes. The FRN Administrators will be sent an email specifying any changes to the Manage Financial Info permission level for a Username.

**Figure 8**

**FCC Registration**

[FCC](#) > [FCC Registration](#) > [Manage Existing FRNs](#) > [Manage FRNs](#) > Manage Username FRN Association

Logged In [\[Redacted\]](#) [Logout](#)

### Administer User FRN Confirmation

Administer User FRN Confirmation	
FRN:	[Redacted]
Username:	[Redacted]
Permission to FRN:	Manage
Status:	Approved
Manage Financial Info Permission:	Yes
Comment:	test