How to Pay Your 2023 Annual Regulatory Fees Using the FCC's CORES System

Regulatory fee filings for 2023 must be prepared and submitted through the Regulatory Fee Manager feature in the FCC's "COmmission REgistration System," more commonly known as "CORES." 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. 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 2023 regulatory fee payment. Steps 1-3 set up the system of individual users and permissions you need to have in place to smoothly access CORES and avoid last-minute snags that could jeopardize the timeliness of your payments. If you took Steps 1-3 in preparation for last year's regulatory fees, you should not need to repeat them this year—but if you have not done so (or want to set up permissions for new or different users), you should take those actions as soon as possible. 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.[1] 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 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.

---

[1] 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. It is also the required method for paying application filing fees.

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"; and

- 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.

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

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
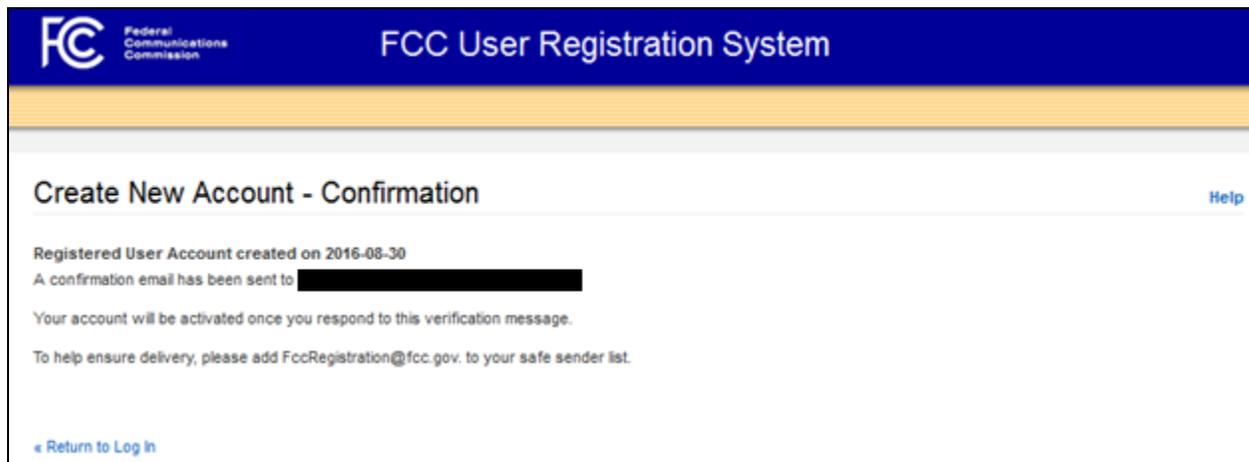
5. A confirmation email from FCCRegistration@fcc.gov will be sent to the email address provided as the username during the FCC Username Account creation. Access the email and follow the instructions within the email to activate your Username Account.

6. Click on the confirmation link in the email from FCCRegistration@fcc.gov to verify the email address and activate your FCC Username Account. See Figure 4 below.

Figure 4
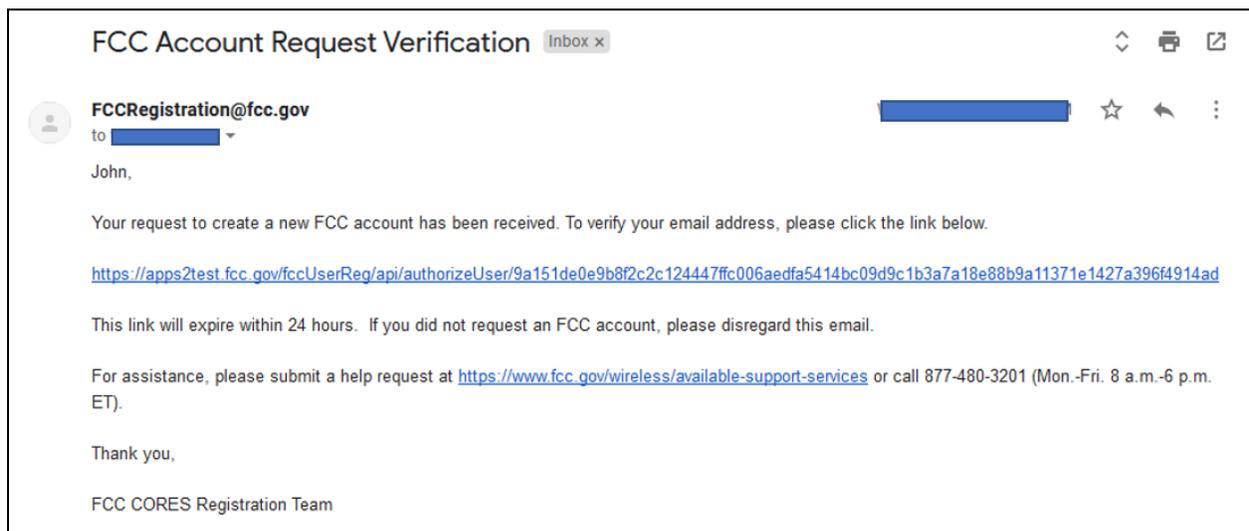
7. You will be directed to the Email Address Verification page. This page confirms that your email address has been verified, and you may now access CORES using your username and password.

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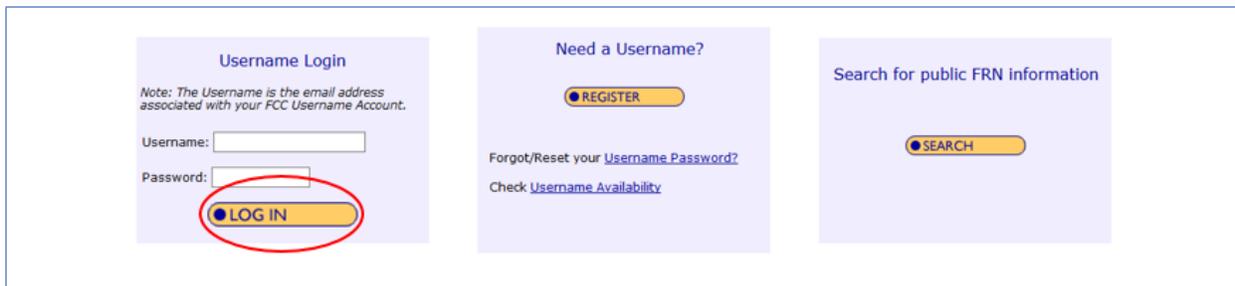
3. Once logged in, click the "Associate Username to FRN" link. See Figure 2 below.
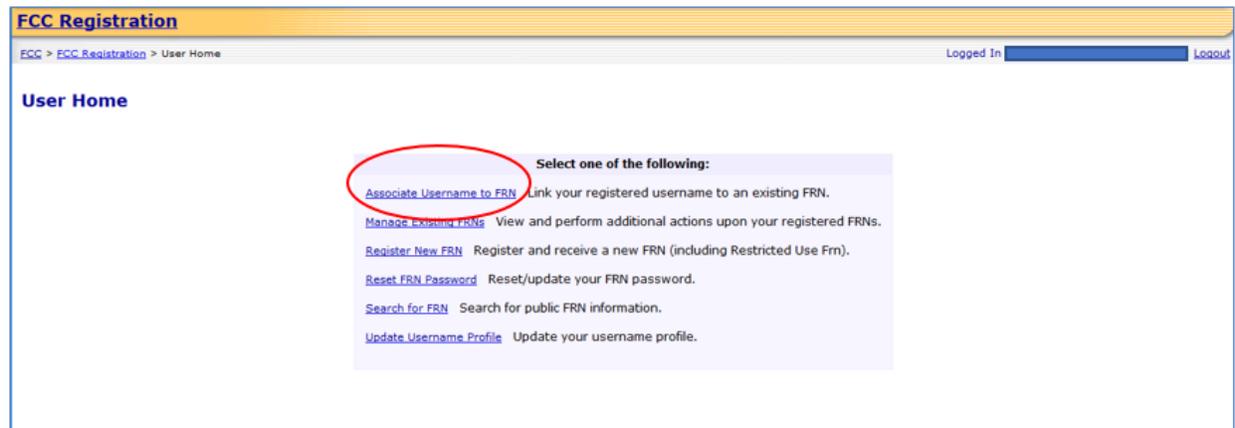
Figure 2

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

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.
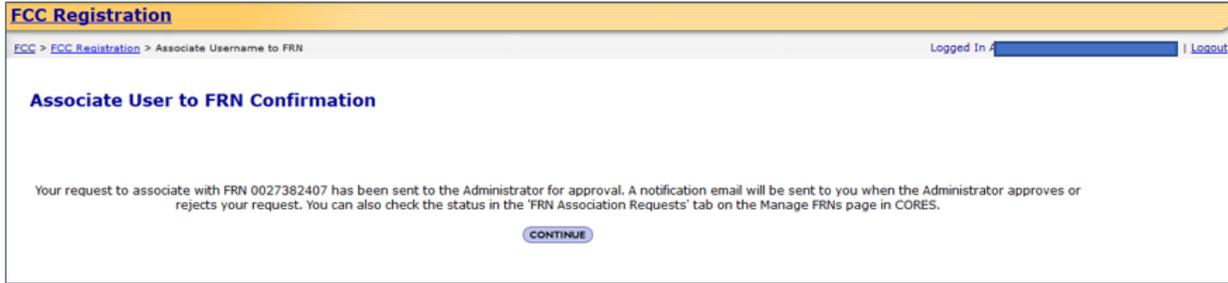
Figure 6

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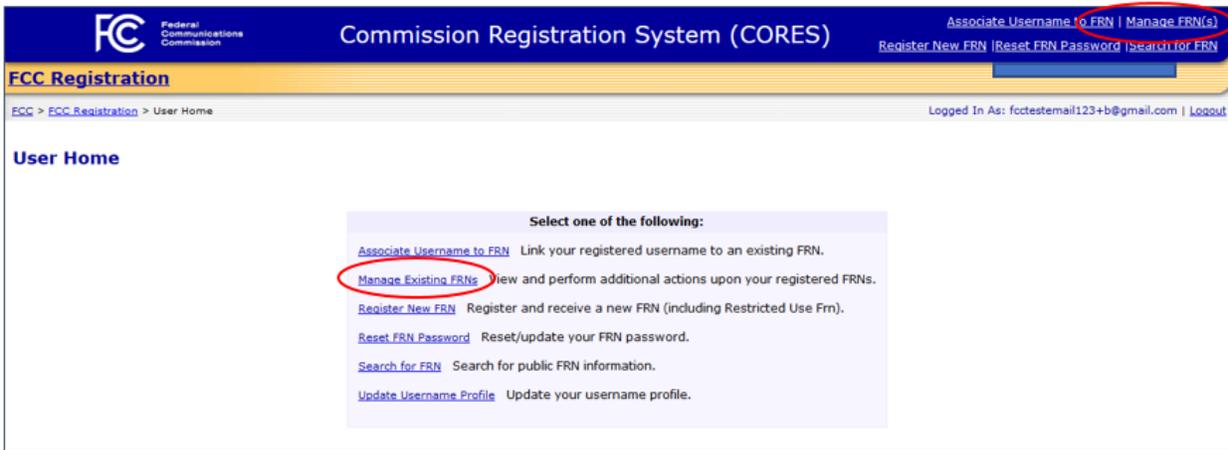
8. Click the "Manage FRN(s) link. See Figure 8 below.

Figure 8
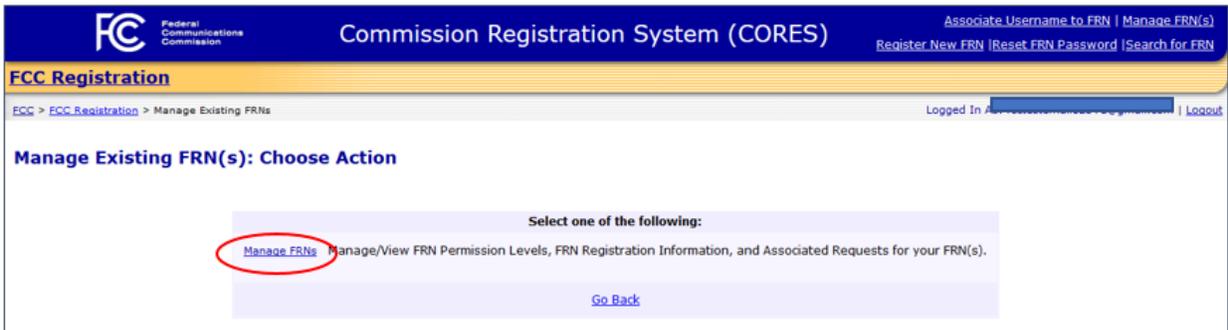
9. Click the "FRN Association Requests" tab, where you can view the status of your request and cancel or "Remove FRN Association Request" if you choose to do so. See Figure 9 below.

Figure 9

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.
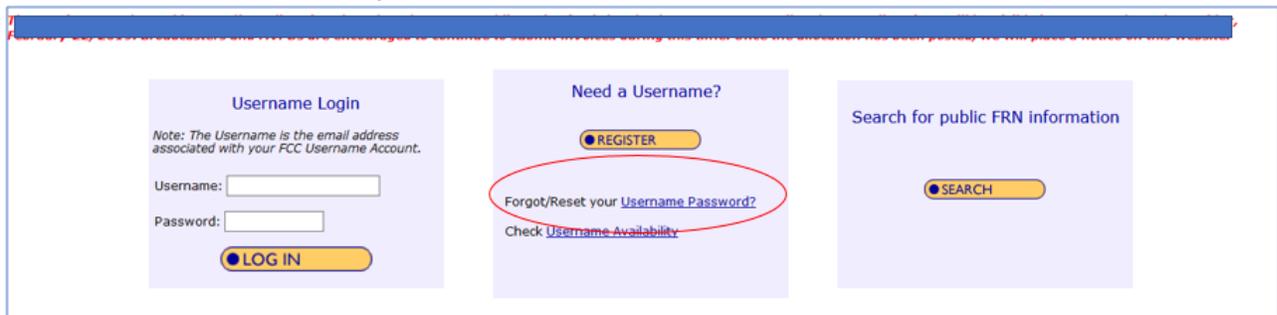
Figure 1

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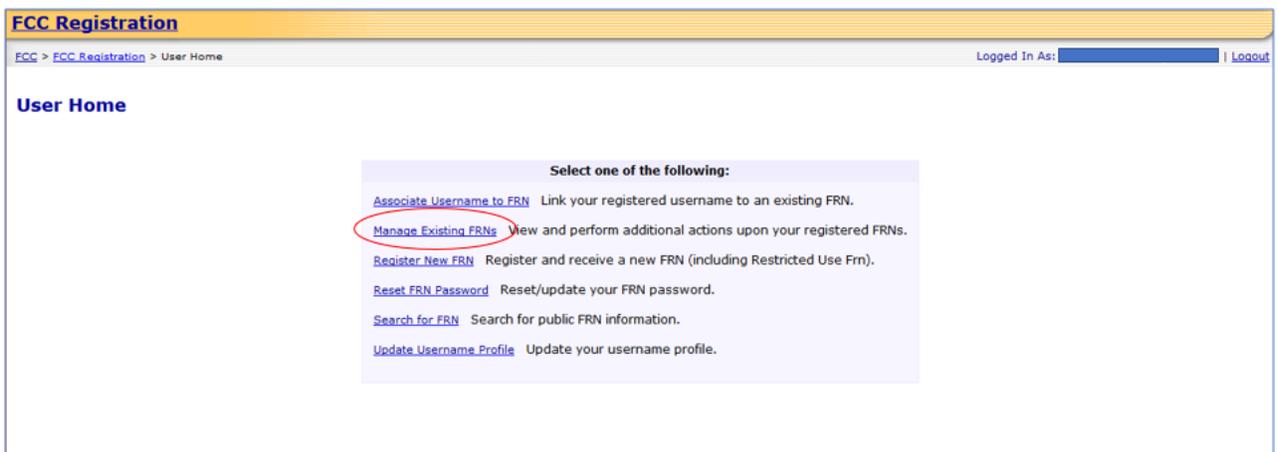
Figure 2

4. Click the "Manage FRNs" link. See Figure 3 below.
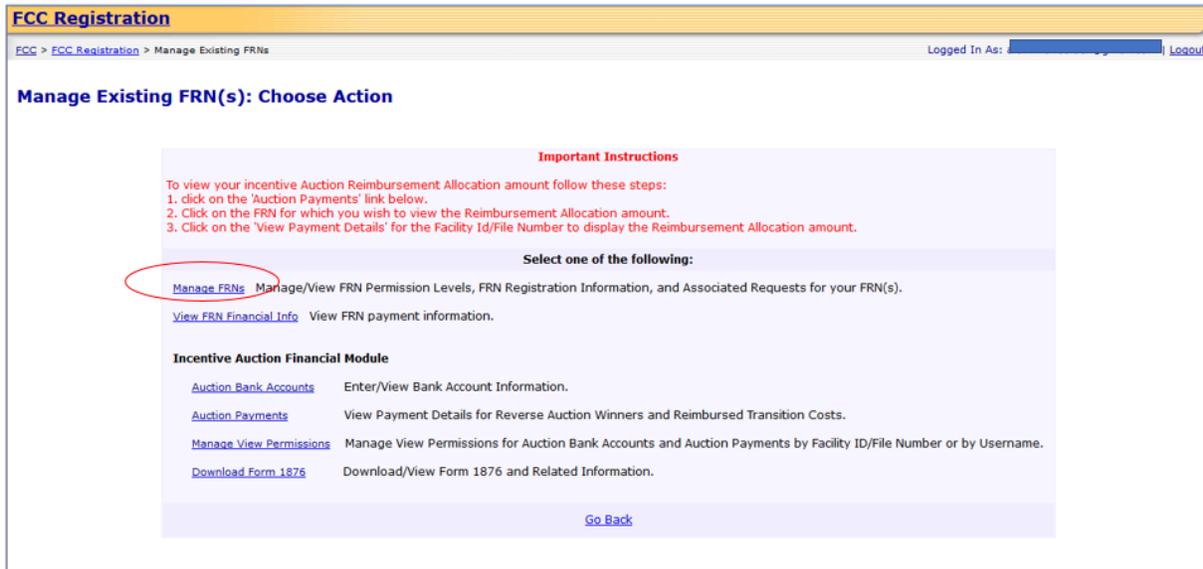
Figure 3

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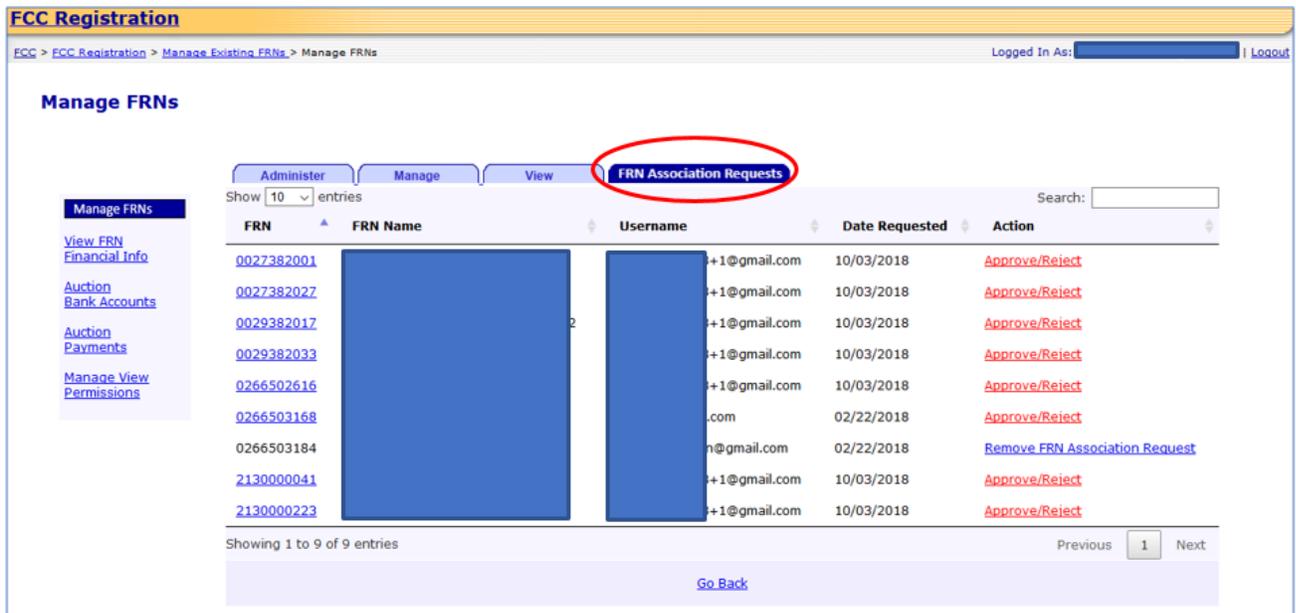
Figure 4

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

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
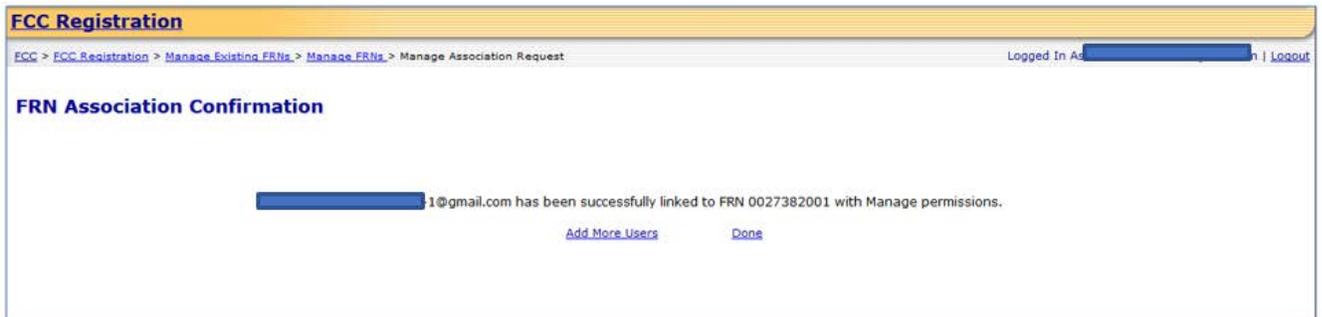
Administer Manage FRN Financial Info Permission

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

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 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

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

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.
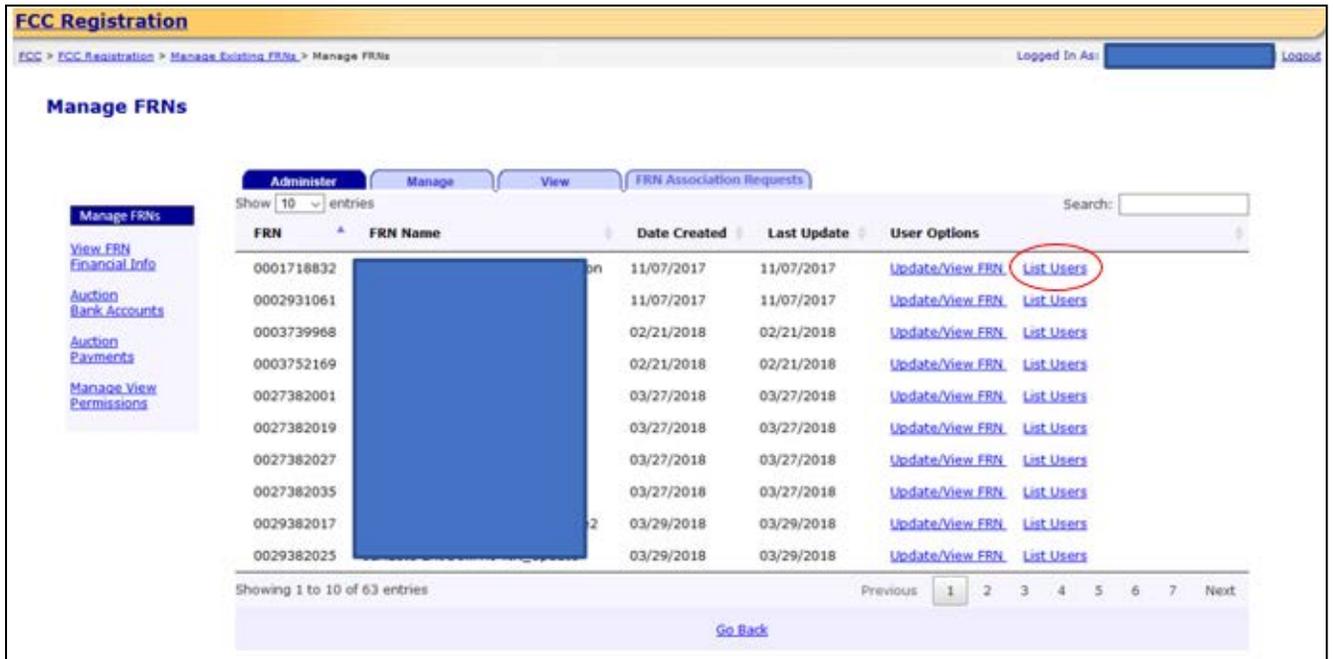
Figure 5

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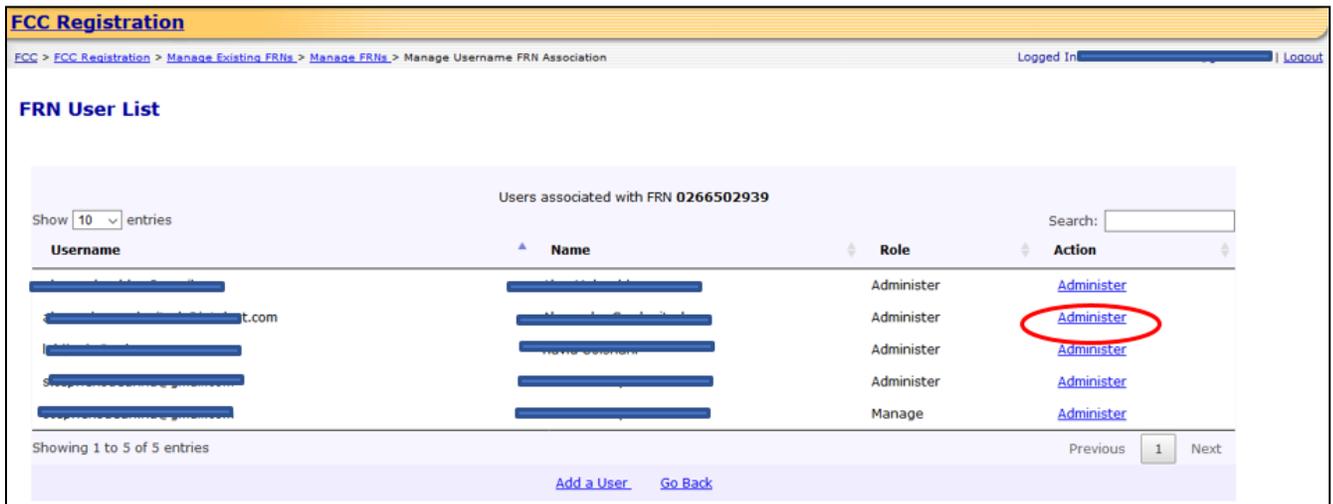
8. Update the "Manage Financial Info Permission". The choices will be "No" and "Yes". By selecting "Yes", you will be certifying that the specified Username has the authority to view the specified FRN's financial information. Change any other desired information and enter a Comment. Click "SUBMIT". See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

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 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