How do I?

An occasional series

This week: Renew Amateur Radio License

Long time readers of this space will see there are many articles on radios, antennas, and other tips and tricks for operating. See https://www.radioclub-carc.com/resources/   for more articles.

Congratulations!

Your Amateur Radio License was issued just about 10 years ago and you are now in the 90 day take-action window prior to expiration. This means your license is eligible for renewal. But since performing your last license transaction, the FCC systems have changed. What do you do?

It is sort of a two-part process. Depending on the nature of your FCC transaction you will need to work with two of the FCC systems:
• CORES   Commission Registration System
• ULS   Universal Licensing System

You may say you already registered with the FCC. Ok, but bear in mind the legacy FCC systems were retired in 2022 and replaced with newer systems.

I believe we can obtain the best results by dividing this license renewal process into two parts.

• Part A begins on Page 3 -- for those who updated their FCC CORES and FCC ULS credentials back in 2022, or anytime since then. An added requirement dimension of Part A is that those individuals must know their CORES User Name and their CORES Password.

• Part B begins on Page 12 -- for those who did not update their FCC CORES and FCC ULS and now need to play catch-up before dealing with their license renewal.

The instructions given for Part A and for Part B will be completely free-standing.
• If you know you updated CORES and ULS you only need to deal with Part A.
• If you know you did not update CORES and ULS you only need to deal with Part B.

If you are unsure of your status let's use the beginning of Part A to perform a couple of verification steps to determine whether you are registered in the new FCC systems.

GENERAL NOTES:

Heed the following warning while working with the FCC CORES or FCC LICENSING MANAGER (ULS)

WARNING

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 previous page to see an example of the "Go Back" link.

For assistance call the FCC at 877-480-3201 on Monday – Friday at 8:00 a.m. through 6:00 p.m. Eastern Time Zone.

You may submit a help request or reset your password (before it has been locked) on the FCC's Available Support Service web page at:
www.fcc.gov/wireless/available-support-services

Visit the FCC CORES web site at:
https://apps.fcc.gov/cores/userLogin.do

Visit the FCC License Manager web site at:
https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

Effective as of March 29, 2024 the FCC CORES will implement Two-Factor Authentication when attempting to log-in to an existing CORES account..
After entering your CORES User ID and Password the FCC will e-Mail a six-character code to the e-Mail address-of-record in your account. This code is valid for one-time use only. Time limits are involved as well.

Without losing your place on the CORES screen, open your e-Mail service. You may wish to keep CORES open in its screen and open a new screen for your e-Mail. Find the e-Mail sent to you by the FCC, make note of the authentication code, return to the CORES screen, enter the code. If all is well your screen will be updated.

PART A INSTRUCTIONS
If You Updated CORES and ULS since 2022.

VERIFY FCC CORES REGISTRATION

You will need the User Name and Password to access your CORES account.
If you do not remember your CORES credentials you should use Part B.

Visit the FCC CORES web site at:
https://apps.fcc.gov/cores/userLogin.do

Go to the USERNAME LOGIN area of the screen.
Enter your User Name
Enter your Password
Press the LOG IN button
Wait for a response from the system

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At this point the FCC will e-Mail a six-character code to the e-Mail address-of-record in your account. This code is valid for one-time use only. Time limits are involved as well.

Without losing your place on the CORES screen, open your e-Mail service. You may wish to keep CORES open in its screen and open a new screen for your e-Mail. Find the e-Mail sent to you by the FCC, make note of the authentication code, return to the CORES screen, enter the code. If all is well your screen will be updated.

If you are shown the page titled USER HOME that means you are registered with CORES. Continue at the next step.
You can remain logged in to the FCC CORES system if desired. Or, you can log off and come back to FCC CORES later.

VERIFY YOUR FCC FRN

You will need your FRN number. It is printed on the front of your Amateur Radio license.
If you do not remember your password you can obtain it using any of the FCC Database Search tools that are accessible on the Internet.

For example: Visit website KB9AT.com
Select DOCUMENTATION in the top menu bar.
Select LICENSE SEARCH in the graphical section below the top menu.

When you are shown the FCC AMATEUR LICENSE SEARCH screen, go down to LICENSE DETAIL.
Type your call sign in the CALL SIGN field.
Go to the bottom row, right side. Click the SEARCH button.

Wait for a response from the FCC system.

When you are shown SEARCH RESULTS, find your call sign.
Read to the right where your FRN is shown.

Resume your use of the FCC CORES system at the User Home page.
Or, if necessary, Re-visit the FCC CORES web site at:
https://apps.fcc.gov/cores/userLogin.do
Provide your User Name and Password credentials.
Press the LOG IN button.

From the FCC CORES User Home screen,
Read the selections. Click the link that begins with the words: MANAGE EXISTING FRNs.

The next screen will be displayed.
Select the link labeled MANAGE FRNs.

If your CORES Account has been linked to your FRN you will see your FRN and your NAME.

For grins and giggles, remember this screen. At a later step you will return to this screen and use the FRN FINANCIAL button and link to VIEW/MAKE PAYMENT of your FCC fee(s).

If these verification steps show that you are registered in the new FCC systems you may continue with the next steps in Part A to initiate your license renewal.

Otherwise, you need to change to Part B where you will register for a **NEW CORES ACCOUNT**.

INITIATE RENEWAL OF YOUR LICENSE

Visit the FCC License Manager web site at:
https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

You will be shown the FCC LICENSE MANAGER screen with Log In options.
Provide your FRN Number and your Password where requested.
Press ENTER
Wait for the License Manager system to respond.

You should expect to see a screen containing the words:
My Licenses
License [your call sign] at a glance.

You should see your Name, Address, Telephone, and eMail information. Verify its accuracy.
Use the UPDATE option if necessary to make changes.

Editor's Note: At this point the ARRL License Renewal video shows a message telling that your license is up for renewal. The presenter says you can click on that message and avoid the next three blocks of instructions.

On the left side of your screen, locate the heading labeled My Licenses.
Click on Renew Licenses located below the My Licenses heading.

You will be shown two boxes where you will take the next actions.
The box on the left is labeled *My Licenses*. It contains your licenses.
Select by clicking the one license that you want to renew.
Click the ADD button located between the two boxes

Observe that your license has moved out of the *My Licenses* box on the left and into the *Licenses to Renew* box on the right.
Click the SELECT ALL button located below the *Licenses to Renew* box.

Resume here if you were able to avoid the previous three blocks by clicking the license renewal reminder message mentioned in the Editor's Note.

Click the CONTINUE button located in the lower right corner of your screen.

There are a series of questions for you to answer and statements for you to acknowledge. Because your Editor is not actually renewing a license, I am unable to navigate through those questions. My understanding is the questions and statements are self-explanatory. I trust that you will know what needs to be done.
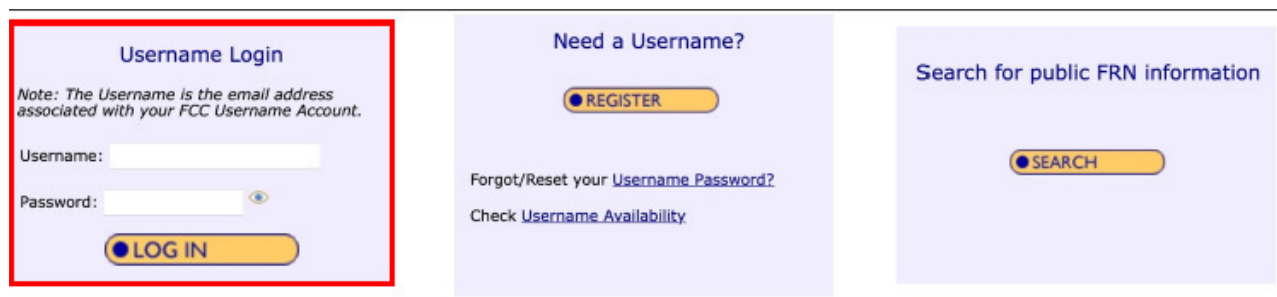
Your goal is the reach a point where the FCC License Manager offers you some type of summary document related to the license renewal. You may wish to print that summary document for your records.

PAY YOUR FCC APPLICATION FEE

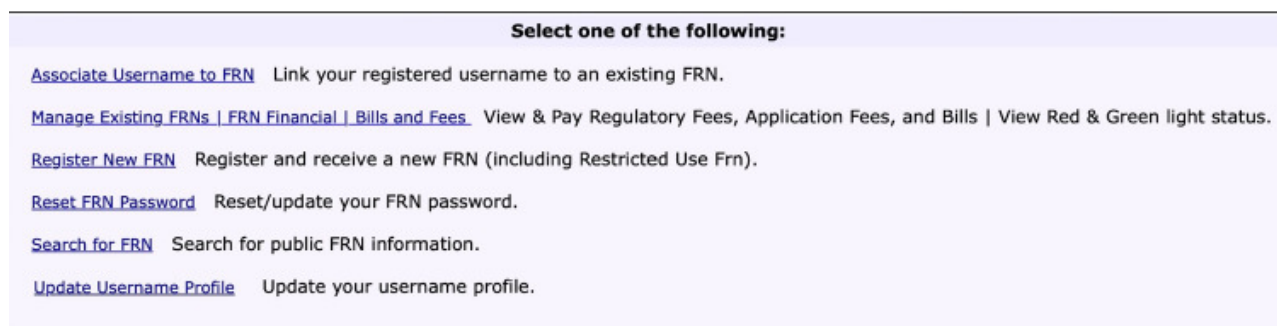Step 1 – Visit the FCC CORES web site: https://apps.fcc.gov/cores/userLogin.do
It is possible that the FCC License Manager will redirect you to the FCC CORES page for payment processing after you complete the license renewal steps. If not, navigate the links shown here.

Refer to the image and explanation shown below.

Step 2 – On the screen shown above, enter your CORES Username and Password and click on "LOGIN".
The following image will be displayed on your screen.

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

When submitting a payment to the FCC, you are solely responsible for validating all financial data being entered, for ensuring that your payment instructions are not rejected by your financial institution and for ensuring that the funds have been transmitted to the FCC. To avoid incurring late payment penalties and interest, you should notify your financial institution when making ACH, credit card and wire payments, and continue monitoring your account to verify that payment to the FCC has been made by the payment deadline. The notifications you receive from the FCC after submitting your payment are to acknowledge that you have submitted a payment, and are not an acknowledgement that payment has been received by the FCC.

Select one of the following:

Manage FRNs   Manage/View FRN Permission Levels, FRN Registration Information, and Associated Requests for your FRN(s).

FRN Financial   Pay application fees and bills, and view financial status and payment history.

Regulatory Fee Manager   View, edit, and file annual Regulatory Fees.

ULS Pay Fees   View and pay ULS Application Fees (Batch Filer User Only).

Go Back

Step 4 – On the screen shown above, click on " *FRN Financial* " and refer to the image below.

Show 10 ⊕ entries
Search:

Manage FRNs
FRN Financial

FRN	FRN Name	Red Light Status	Action
0002732261	Robert Rose	Green Light	View/Make Payments

Showing 1 to 1 of 1 entries
Previous 1 Next

Go Back

Step 5 – On the screen shown above, click on " *View/Make Payments* " and refer to the image below.

OPEN BILLS   **APPLICATION FEES**   **AWAITING PAYMENT COMPLETION**   **PAYMENT HISTORY**

Matches 1 - 1 (of 1).

FRN	Remittance ID	Total Amount	Created Date	Status	
0002732261	4221224	$35.00	07/18/2023	Not Paid	Make Payment

Go Back

Step 6 – On the screen shown above, click on " *Make Payment* " and refer to the image below.

Payment Summary

Bill Number	Applicant FRN	Applicant Name	Call Sign	PTC	Amount	FCC Code 1	FCC Code 2
N/A	0002732261	Rose, Robert L		PRAM	$35.00		0010623294
Total Amount Due :					**$35.00**		

Payment Method Selection

Select a Payer FRN: *   Select a FRN ▼

Pay with ACH from Bank Account
via US Treasury's Pay.Gov System

To pay via electronic debit from a checking or savings account, you must provide the Routing Number and Account Number.

CONTINUE

Pay by Credit or Debit Card
via US Treasury's Pay.Gov System

Pay.gov accepts both credit and debit cards.* We accept Visa, MasterCard, American Express, and Discover credit cards. Debit cards processed through Visa or MasterCard are also accepted; these have the Visa or MasterCard logo on the card. ATM-only cards and debit cards from other processors are not accepted.

CONTINUE

Can't Pay Online?

Pay By Wire Transfer

- A wire transfer is a transaction that you initiate through your bank. It authorizes your bank to wire funds from your account to the U.S. Treasury, New York, NY (TREAS NYC).
- Click Continue to indicate that you will pay by Wire Transfer and view instructions specific to this payment.

CONTINUE

Pay By Check/Money Order

- Print the prefilled Form 159.
- Mail the Form 159 along with the check/money order to:

    Federal Communications Commission
    P.O. Box 979097
    St. Louis, MO 63197-9000

- Make the check/money order payable to: Federal Communications Commission

CONTINUE

WARNING

Effective on or about 11 October 2023, the FCC will no longer accept payment by mail.

Step 7a – On the screen shown above, select the payer's FRN using the pulldown box. 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)

Step 7b – On the screen shown above, choose the desired payment method and provide the requested payment information.

• Paying online using a credit card or debit card is the easiest and fastest.

• Paying online using an Electronic Debit (ACH) from a checking or savings account is also fast.

• Wire transfers usually require a bank fee for this service.

If you need assistance with the process of paying your application fee:

Contact the CORES Help Desk Monday - Friday, 8 a.m. – 6 p.m. Eastern Time Zone.
(877) 480-3201, Option 1,

FOLLOW UP ACTIVITY

After you have successfully renewed, and after the FCC has processed your payment, they will issue your updated license.

Please remember to re-visit the FCC License Manager and print an official copy of your renewed license. (Continue at the next heading)

PRINT AN OFFICIAL COPY OF YOUR LICENSE

Note: These instructions assume you are entering the FCC License Manager website from the internet.
If you are already in the FCC License Manager website you can continue without leaving the site if you have a good sense of navigation as you move through the screens. Worst case… exit and then start from the beginning.

Visit the FCC License Manager web site at:
https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

You will be shown the FCC LICENSE MANAGER screen with Log In options.
Provide your FRN Number and your Password where requested.
Press ENTER
Wait for the License Manager system to respond.

You should expect to see a screen containing the words (shown below) as a headline:
>   My Licenses
>   License [your call sign] at a glance.

You should see your Name, Address, Telephone, and eMail information. Verify its accuracy.
Use the UPDATE option if necessary to make changes.

Look for a green box containing the instruction: "Download your official electronic authorizations here". The word "here" is a hyperlink. Click it and you will be taken to the page where you can submit a request to download an Official Copy of your FCC license.

Look for the words Download Authorizations near the top of the page.
Look farther down the screen for the words My Authorizations.
Look for two rectangular boxes in the same part of the screen.

On the left-hand side you should see your call sign in the box.
Because you almost certainly have just one call sign, it should be easily recognized.
Click on your call sign to highlight it. Click the button labeled SELECT ALL.

In the center, between the two boxes, you should see buttons labeled ADD and REMOVE.
Click the ADD button. Your call sign should appear in the right-hand box.
Click on your call sign to highlight it. Click the button labeled SELECT ALL.

In the lower right corner of your screen look for a button labeled DOWNLOAD.
Click the DOWNLOAD button.

Your screen will go blank for a short time. Then, the file name of your license download will appear in the lower left side of your screen.

Make your printer ready to print.
When ready, click the license download file name.
Observe whether the license prints out.
Print additional copies if you wish.

Use the BACK button to leave this screen.
You will be returned to the LICENSE MANAGER screen.
Look in the upper left section of the screen, near the FCC logo, for the words LOG OUT.
Click LOG OUT.

You may wish to save a copy of the License Download. Or, you can always repeat this
procedure on a future date if you need another copy of the license.

Launch the file manager app on your PC. Typically this is done by right clicking on the
Windows icon. A small box will open on your PC screen.

Click on the link labeled "Open Windows Explorer".
Look for the word DOWNLOADS in the upper left corner of your screen. Click it.

Look for the license download file name near the top of the list. If uncertain which file you
want, use the date and time as clues for which file you just received from the FCC.

Copy that file to some place on your PC where you keep important information.

You probably want to return to your PC desktop. Click the red X icon.

You are FINISHED.

END OF PART A

PART B INSTRUCTIONS
If registering for a NEW CORES ACCOUNT begin here.

This procedure assumes that you have not updated your data in the FCC CORES system since 2022.

CREATE A NEW CORES ACCOUNT

Visit the FCC CORES web page at:: https://apps.fcc.gov/cores/userLogin.do

You will be shown the FCC Registration – LOGIN screen that appears below.

Go to the area titled NEED A USERNAME?

If you are unsure of whether you previously registered a New CORES Account you should consider using the CHECK USERNAME AVAILABILITY option prior to continuing. If your eMail address has been used it might have been something you entered. In that case you might want to reset your password rather than create a new account.

Click the REGISTER button.

You will be taken to the page titled: Create New Account.

You need to provide a valid eMail address which becomes your FCC CORES User Name. You need to choose and provide an acceptable Password. The minimum requirements are stated on the Create New Account screen.

You will be requested to provide your full name, a secondary eMail address, a telephone number, a security question and its answer.

Make a written note of the credentials you provided.
You will need the User Name and Password information every time you transact business with the FCC.

Press the CREATE ACCOUNT button when all requested information has been provided.

You will almost immediately receive an eMail from the FCC requesting you to verify the eMail address you provided. An example of the verification 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

After you have verified your eMail address, you can log into CORES for the purpose of associating your username with your FRN.

ASSOCIATE YOUR FRN WITH YOUR NEW CORES ACCOUNT

Return to the FCC CORES User Home screen
    Ideally, use a GO BACK button if it exists.
    Otherwise, type the web address as used in the prior section.
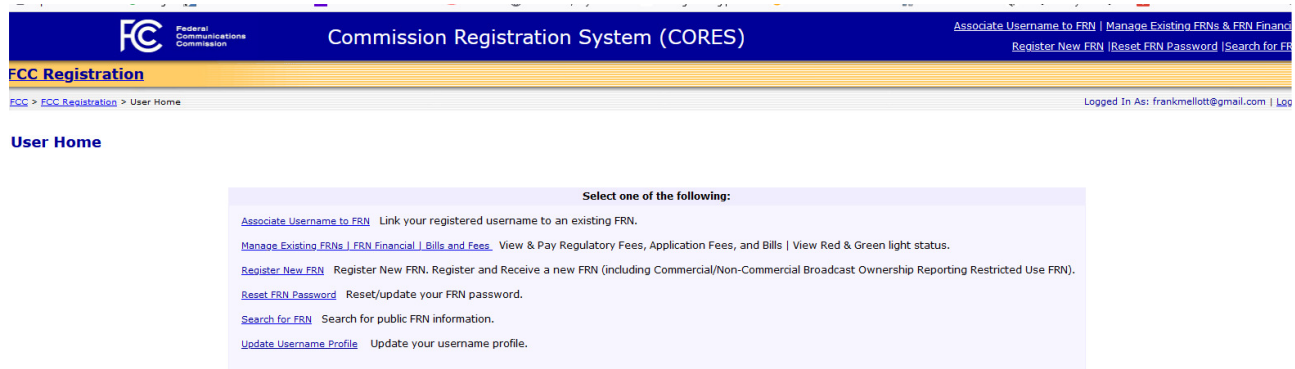   Visit the FCC CORES web page at:: https://apps.fcc.gov/cores/userLogin.do

Go to the User Name Login area of the screen.
Provide your Username (eMail address) and the Password.
Press the LOG IN button

You will be taken to the User Home page.
Click on the link that is worded: "Associate Username to FRN" as shown in the screen below.

A new screen will appear as shown below.
The FRN is password protected by your OLD password.
Enter your FRN and the old password.

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.

Enter the required information and click on "*CONTINUE* ".

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).

Your Editor is not actually creating a CORES Account at this time. Therefore, he is unable to go through the screens which would have been displayed after clicking the CONTINUE button.

My understanding is there are questions and may be statements for you to acknowledge. I believe those questions and statements are self-explanatory. I trust that you will know what needs to be done.

Once you have seen the message on screen confirming that your FRN and your CORES Account are successfully linked, you are at a point where the FCC is ready to receive your license renewal request.

INITIATE RENEWAL OF YOUR LICENSE

Visit the FCC License Manager web site at:
https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

You will be shown the FCC LICENSE MANAGER screen with Log In options.
Provide your FRN Number and your Password where requested.
Press ENTER
Wait for the License Manager system to respond.

You should expect to see a screen containing the words:
     My Licenses
     License [your call sign] at a glance.

You should see your Name, Address, Telephone, and eMail information. Verify its accuracy.
Use the UPDATE option if necessary to make changes.

Editor's Note: At this point the ARRL License Renewal video shows a message telling that your license is up for renewal. The presenter says you can click on that message and avoid the next three blocks of instructions.

On the left side of your screen, locate the heading labeled My Licenses.
Click on Renew Licenses located below the My Licenses heading.

You will be shown two boxes where you will take the next actions.
The box on the left is labeled *My Licenses*. It contains your licenses.
Select by clicking the one license that you want to renew.
Click the ADD button located between the two boxes

Observe that your license has moved out of the *My Licenses* box on the left and into the *Licenses to Renew* box on the right.
Click the SELECT ALL button located below the *Licenses to Renew* box.

Resume here if you were able to avoid the previous three blocks by clicking the license renewal reminder message mentioned in the Editor's Note.

Click the CONTINUE button located in the lower right corner of your screen.

There are a series of questions for you to answer and statements for you to acknowledge. Because your Editor is not actually renewing a license, I am unable to navigate through those questions. My understanding is the questions and statements are self-explanatory. I trust that you will know what needs to be done.
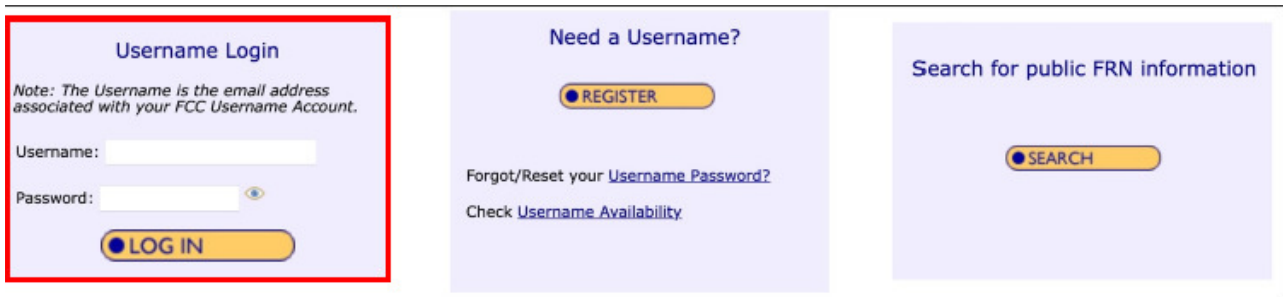
Your goal is the reach a point where the FCC License Manager offers you some type of summary document related to the license renewal. You may wish to print that summary document for your records.

PAY YOUR FCC APPLICATION FEE

Step 1 – Visit the FCC CORES web site: https://apps.fcc.gov/cores/userLogin.do
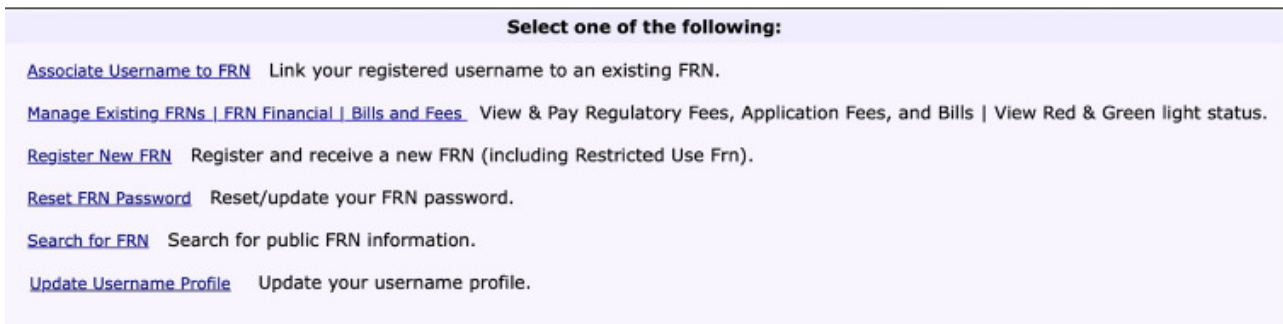It is possible that the FCC License Manager will redirect you to the FCC CORES page for payment processing after you complete the license renewal steps. If not, navigate the links shown here.

Refer to the image and explanation shown below.

Step 2 – On the screen shown above, enter your CORES Username and Password and click on "LOGIN".
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The following screen image will be displayed:

When submitting a payment to the FCC, you are solely responsible for validating all financial data being entered, for ensuring that your payment instructions are not rejected by your financial institution and for ensuring that the funds have been transmitted to the FCC. To avoid incurring late payment penalties and interest, you should notify your financial institution when making ACH, credit card and wire payments, and continue monitoring your account to verify that payment to the FCC has been made by the payment deadline. The notifications you receive from the FCC after submitting your payment are to acknowledge that you have submitted a payment, and are not an acknowledgement that payment has been received by the FCC.

Select one of the following:

Manage FRNs   Manage/View FRN Permission Levels, FRN Registration Information, and Associated Requests for your FRN(s).

FRN Financial   Pay application fees and bills, and view financial status and payment history.

Regulatory Fee Manager   View, edit, and file annual Regulatory Fees.

ULS Pay Fees   View and pay ULS Application Fees (Batch Filer User Only).

Go Back

Step 4 – On the screen shown above, click on " *FRN Financial* " and refer to the image below.

Step 5 – On the screen shown above, click on " *View/Make Payments* " and refer to the image below.

Step 6 – On the screen shown above, click on " *Make Payment* " and refer to the image below.

Payment Summary

Remittance ID: 4221224

Bill Number	Applicant FRN	Applicant Name	Call Sign	PTC	Amount	FCC Code 1	FCC Code 2
N/A	0002732261	Rose, Robert L		PRAM	$35.00		0010623294
Total Amount Due :					**$35.00**		

Payment Method Selection

Select a Payer FRN: *   Select a FRN ▼

Pay with ACH from Bank Account
via US Treasury's Pay.Gov System

To pay via electronic debit from a checking or savings account, you must provide the Routing Number and Account Number.

[CONTINUE]

Pay by Credit or Debit Card
via US Treasury's Pay.Gov System

Pay.gov accepts both credit and debit cards.* We accept Visa, MasterCard, American Express, and Discover credit cards. Debit cards processed through Visa or MasterCard are also accepted; these have the Visa or MasterCard logo on the card. ATM-only cards and debit cards from other processors are not accepted.

[CONTINUE]

Can't Pay Online?

Pay By Wire Transfer

- A wire transfer is a transaction that you initiate through your bank. It authorizes your bank to wire funds from your account to the U.S. Treasury, New York, NY (TREAS NYC).
- Click Continue to indicate that you will pay by Wire Transfer and view instructions specific to this payment.

[CONTINUE]

PDF Form 159 Adobe

Pay By Check/Money Order

- Print the prefilled Form 159.
- Mail the Form 159 along with the check/money order to:

**Federal Communications Commission
P.O. Box 979097
St. Louis, MO 63197-9000**

- Make the check/money order payable to: Federal Communications Commission

[CONTINUE]

WARNING

Effective on or about 11 October 2023, the FCC will no longer accept payment by mail.

Step 7a – On the screen shown above, select the payer's FRN using the pulldown box. 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)

Step 7b – On the screen shown above, choose the desired payment method and provide the requested payment information.

• Paying online using a credit card or debit card is the easiest and fastest.

• Paying online using an Electronic Debit (ACH) from a checking or savings account is also fast.

• Wire transfers usually require a bank fee for this service.

If you need assistance with the process of paying your application fee:

Contact the CORES Help Desk Monday - Friday, 8 a.m. – 6 p.m. Eastern Time Zone.
(877) 480-3201, Option 1,

FOLLOW UP ACTIVITY

After you have successfully renewed, and after the FCC has processed your payment, they will issue your updated license.

Please remember to re-visit the FCC License Manager and print an official copy of your renewed license.

Step-by-step instructions for printing an Official copy of your license appear at the next heading of this document.

PRINT AN OFFICIAL COPY OF YOUR LICENSE

Note: These instructions assume you are entering the FCC License Manager website from the internet.
If you are already in the FCC License Manager website you can continue without leaving the site if you have a good sense of navigation as you move through the screens. Worst case… exit and then start from the beginning.

Visit the FCC License Manager web site at:
https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp

You will be shown the FCC LICENSE MANAGER screen with Log In options.
Provide your FRN Number and your Password where requested.
Press ENTER
Wait for the License Manager system to respond.

You should expect to see a screen containing the words (shown below) as a headline:
    My Licenses
    License [your call sign] at a glance.

You should see your Name, Address, Telephone, and eMail information. Verify its accuracy.
Use the UPDATE option if necessary to make changes.

Look for a green box containing the instruction: "Download your official electronic authorizations here". The word "here" is a hyperlink. Click it and you will be taken to the page where you can submit a request to download an Official Copy of your FCC license.

Look for the words Download Authorizations near the top of the page.
Look farther down the screen for the words My Authorizations.
Look for two rectangular boxes in the same part of the screen.

On the left-hand side you should see your call sign in the box.
Because you almost certainly have just one call sign, it should be easily recognized.
Click on your call sign to highlight it. Click the button labeled SELECT ALL.

In the center, between the two boxes, you should see buttons labeled ADD and REMOVE.
Click the ADD button. Your call sign should appear in the right-hand box.
Click on your call sign to highlight it. Click the button labeled SELECT ALL.

In the lower right corner of your screen look for a button labeled DOWNLOAD.
Click the DOWNLOAD button.

Your screen will go blank for a short time. Then, the file name of your license download will appear in the lower left side of your screen.

Make your printer ready to print.
When ready, click the license download file name.
Observe whether the license prints out.
Print additional copies if you wish.

Use the BACK button to leave this screen.
You will be returned to the LICENSE MANAGER screen.
Look in the upper left section of the screen, near the FCC logo, for the words LOG OUT.
Click LOG OUT.

You may wish to save a copy of the License Download. Or, you can always repeat this procedure on a future date if you need another copy of the license.

Launch the file manager app on your PC. Typically this is done by right clicking on the Windows icon. A small box will open on your PC screen.

Click on the link labeled "Open Windows Explorer".
Look for the word DOWNLOADS in the upper left corner of your screen. Click it.

Look for the license download file name near the top of the list. If uncertain which file you want, use the date and time as clues for which file you just received from the FCC.

Copy that file to some place on your PC where you keep important information.

You probably want to return to your PC desktop. Click the red X icon.

You are FINISHED.

END OF PART B

Catch 'ya on the air!