

How to make on-line changes to your license

This tutorial addresses the following:

- What is License Manager?
- What do I need in order to use License Manager?
- What can I do using License Manager?
- How to log into License Manager
- What not to do
- How to set your paper preferences
- How to make administrative updates to your amateur radio license
- How to save a “work in progress”
- How to delete a “work in progress”

What is License Manager? License Manager is an on-line tool that allows you to view and manage your licenses and applications.

What do I need in order to use License Manager? All you need to use License Manager is a 10-digit FCC Registration Number (FRN) and a password.

- If you forgot your password go here to reset your password:
<https://apps.fcc.gov/coresWeb/enterFrnForPwdReset.do>
 - Enter FRN, answer a Personal Security Question, enter new password twice, click on “Continue”
 - If you don’t have a Personal Security Question and answer associated with your password, then you will have to do that. Just follow the prompts and directions.
- If you have a FRN but don’t have an amateur radio license and you forgot your FRN go here: <https://apps.fcc.gov/coresWeb/advancedSearch.do>
 - This is a good method if you don’t have a license
 - Enter contact name, city, state and Zip code, click on “Search”
- If you have an amateur radio license your FRN is located on your license below your name and address
- If you can’t find your license you can look up your call sign here and see your FRN:
<http://wireless2.fcc.gov/UlsApp/UlsSearch/searchLicense.jsp>

What can I do using License Manager? A lot actually. You can do several things that you might otherwise make a trip to an exam session to do, all from the convenience and comfort of your home.

- Apply for a new license (**You cannot apply for an amateur radio license**)
- Change your paper preferences for your licenses
- Renew your license (**Only if eligible for renewal**)
- Cancel your licenses (**Be careful not to cancel your amateur radio license!**)
- Change your mailing address
- Add, delete or change your phone number
- Add, delete or change your e-mail address

How to make on-line changes to your license

How to log into License Manager. Logging into License Manager is easy once you are at the correct location.

- Step 1 – go to www.fcc.gov
- Step 2 – Click on **ULS**
- Step 3 – Click on the “**Log On**” tab for **ONLINE FILING**
- Step 4 – Enter your FRN and password
- Step 5 – Click on the **SUBMIT** tab

What not to do.

- Don't try to apply for a new amateur radio license. License Manager will not allow you to do that.
- Don't cancel your amateur radio license unless that's really what you want.

How to set your paper authorization preferences. This is easy. Once you've logged into License Manager, find the menu of options on the left side of the screen. Find and click on “**Set Paper Authorization Preferences**” when the new screen is displayed.

- Find and click on the “**Yes**” button to continue to receive paper copies of your licenses associated with the FRN you used to log-in.
- Find and click on the “**No**” button to discontinue receiving paper copies of your licenses associated with the FRN you used to log-in.
- Click on “**Save**” to set your paper authorization preferences and you'll be returned to the main page.

Note: You don't have to have any license associated with your FRN to set your paper authorization preferences. However, the phone number and e-mail address you may have provided when you applied for a FRN, do not transfer from the FCC's **CO**mmission **RE**gistration **S**ystem (CORES) to your License Manager account information.

How to make administrative updates to your amateur radio license. This too is easy. Look at the menu of options on the left side of the screen. Find and click on “My Licenses” (if it's not already expanded) and then click on one of the following:

- **Renew License**
 - Follow the instructions
 - You cannot renew your amateur radio license until it is within 90 days of the expiration date indicated on you license
- **Update Licenses**
 - Follow the instructions
 - Select the license you want to update
 - Add the license you want to update
 - Answer “No” to both Fee Status questions

How to make on-line changes to your license

- Make desired changes to your licensee information
- You can change your name (you may be asked for additional documentation)
 - If changing your name, select “No” in the box below your name
- You can change your mailing address
- You can add/change or delete your phone number
- You can add/change or delete your e-mail address

Note: If you provide your e-mail address you will be notified whenever you make any changes to your license (e.g., upgrade your license, change your mailing address, etc.). You will receive an e-mail similar to the one below, which will contain an “Authorization Link” so you can download and print the most recent “Official Copy” of your license. A similar e-mail would be sent if you provide an e-mail address on the NCVEC Form 605 application form.

The example shown below was in response for a request for an “Official Copy”:

FCC Application Grant OR Official FCC License

authorizations@fcc.gov

Sent: Mon 1/4/2016 11:44 PM

To: aa3rr@cableone.net

This email is to notify you of the recent grant of your application(s). The Commission currently provides access to the official version of your electronic licenses through License Manager in the Universal Licensing System (ULS) or by email. The official version of your recently granted license can be accessed using the link below. Please note that this link will connect you to the most current version of your license. If you use this link at a future date, any changes made after the receipt date of this email will be reflected on the authorization. This link will remain active for 30 days. [Authorization Link](#) Licensing Support Center at (877) 480-3201, Option 2; TTY (717) 338-2824, or via the web at <https://esupport.fcc.gov/request.htm>

Note: If you set your Paper Authorization Preferences as “Yes”, you’ll also receive a paper copy of your license in the mail in addition to the e-mail notice.

- View the summary of changes
- Print your name on the certification page
- Submit your changes

Note: If you do not submit your changes, your “pending update” stays in License Manager for 30 days and if you do not delete it or submit it, it will be automatically deleted and you will probably receive a “Notice of Dismissal” letter informing you that your update was dismissed.

- **Request Duplicates**
 - Follow the instructions
 - The process is very similar to the process used to update your license

How to make on-line changes to your license

- **Cancel licenses**
 - Follow the instructions
 - **If you accidentally cancel a license (including your amateur radio license) it cannot be undone.** You'll have to re-apply, take exams, pay fees, etc., as appropriate.

How to save a “work-in-progress”. If for some reason you have to stop in the middle of making an on-line change (e.g., Lunch, Happy Hour, time for a nap, an offer you can't refuse, etc.) but you don't want to start all over again, the easiest way to save your “work in progress” is to simply log out. You can log in later and resume making an on-line change.

1. When you log back in, you'll see an alert banner telling you that you have 30 days to submit your saved application after which time it will be removed from the system.
2. Below the alert banner a summary of sorts, of your application will be displayed. To the far right is a box that gives you two options.
3. Click on “**Continue**” to complete your application and submit it

How to delete a “work-in-progress”. There are two ways to delete a “work in progress”:

1. If you've change your mind in the middle of making changes to your license, click on the “**Quit Application**” link in the upper right corner of the screen.
2. If you have saved a “work in progress” and now you've changed your mind, log into License Manager.
 - You'll see an alert banner telling you that you have 30 days to submit your saved application after which time it will be removed from the system.
 - Below the alert banner a summary of sorts of your application will be displayed. To the far right is a box that gives you two options.
 - Click on **Delete** – This option will let you delete your pending application

Note: You could also let the “work in progress” expire.

That's it.