Licensing and Management System

Frequently Asked Questions

How do I file an application using LMS?

In order to file an application, you must first login with the FRN and password that is associated with your station. After you login, you **may** have the option to permanently associate or disassociate the login FRN with other facilities or you can select continue to reach the default landing page.

Without selecting any of the three tabs (Applications, Authorizations, Facilities) at the top, you can select File an Application to file the following:

New DTV Experimental STA
New DTS Experimental STA
New Digital Class A Experimental STA
New LPTV Experimental STA
New LPTV Translator Experimental STA

Authorizations Tab

By selecting the Authorization Tab at the top of the page, a display of both the Active and Inactive Authorizations of facilities that are associated with the login FRN will be displayed. The default display is 25 records per a page but you have the option in the drop-down to display up to 100 records per a page. If multiple facilities are associated with the FRN you can search a specific facility by using the Facility ID drop-down menu or by typing in the file number of a specific Authorization.
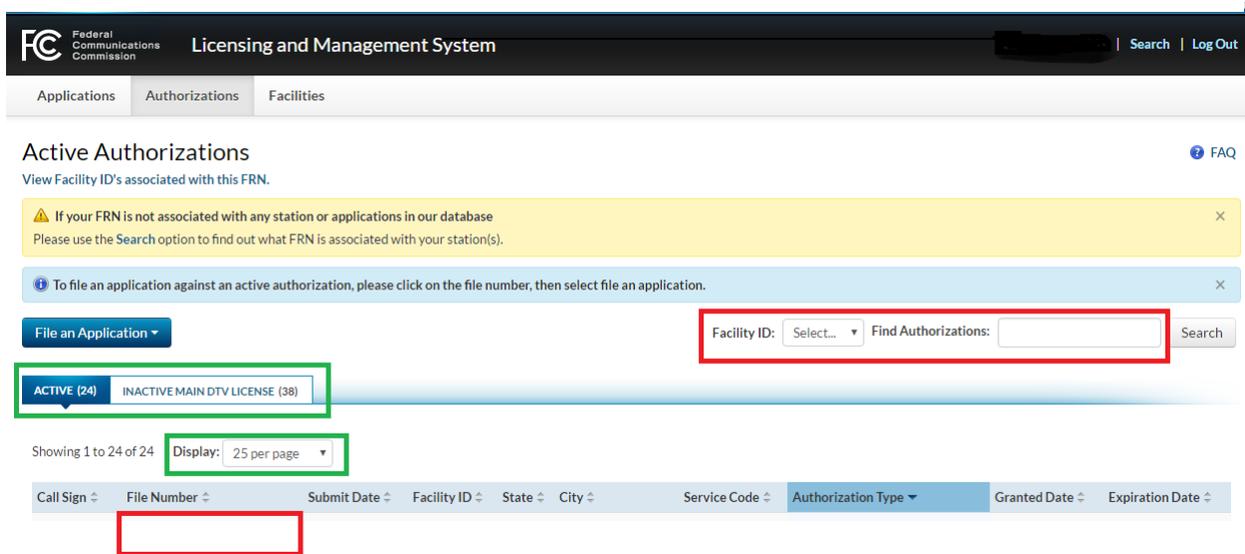
After the desired authorization is selected , you will be able to click on file an application and the allowed filing options will appear which depends on what authorization has been selected for example if the authorization is a construction permit the options of filing a license to cover or modification of the construction permit will be displayed.

 To summarize as how to file an application against an active or inactive authorization follow these instructions:

1. Click on authorization tab
2. Click on desired authorization file number from either active or in-active authorizations tab.
3. Click on file an application
4. Select desired option from the drop down menu

Following screen shots indicates some example of what can be filed depending on the kind of authorizations selected:

Modify and file a license to cover in the case of a construction permit:

Request an extension in the case of a STA.

Facilities Tab

By selecting the Facilities Tab at the top of the page, a display of all the facilities associated with the FRN will be displayed. You may search for a specific facility on the right or you may also display up to 100 facilities per a page.

Once a facility ID has been selected, you will see two tabs that display both the Facility Details and Facility Technical Data. You will also see the Application history using a scroll-down menu on the right that allows you to select the file number to view the application. Click on file an application to proceed.

To summarize as how to file the following options follow these instructions:
1. Click on facilities tab
2. Select the desired facility
3. Click on file an application
4. Select desired option.

-Engineering STA
-Legal STA
Experimental STA-Reduced Power Notification
-Suspension of Operations Notification
-Request for Silent Authority STA
-Suspension of Operations and Silent Authority STA

-Administrative Update
-Change Main Studio/Control Point Location
-Channel Substitution/Community of License Change
-Annual Ancillary/Supplementary Services Report-Children's TV Programming Report
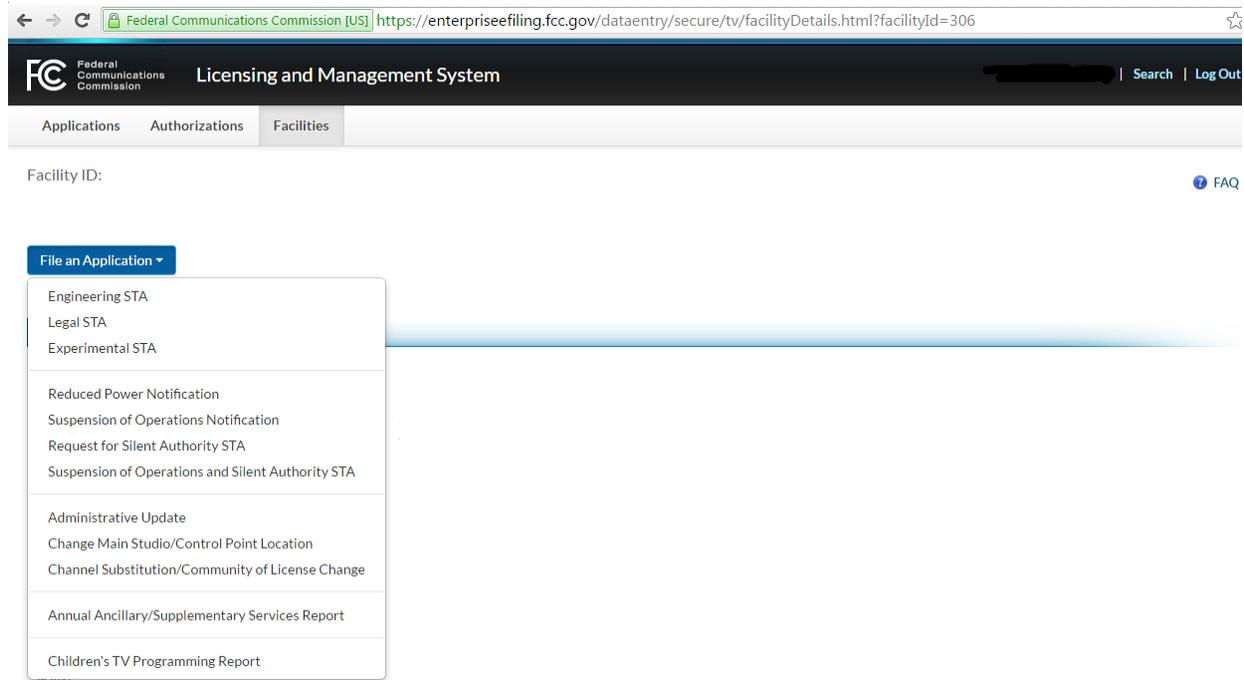
Applications Tab

By selecting the Applications Tab at the top of the page, you will be able to view saved applications that have not been submitted, amend submitted applications that are pending with the Commission, view disposed applications that the Commission has acted upon, and view and amend different reports that have been filed..

You may use the search option on the right to view a list of applications for a particular facility using the Facility ID drop-down menu or by typing in a file number. There are five tabs (**Saved, Submitted, Disposed, Reports, and Assignments/Transfers**) and one of these would need to be selected to take any further action within the Applications page.

Under the saved tab, applications that have not been completed and submitted will be listed. You may select the 'not assigned' file number to view or complete the application.

Under the submitted tab, applications that have been filed and pending with the Commission will be displayed. You may select file number listed to amend the application.

Under the disposed tab, applications that have been acted upon by the Commission will be displayed. You will be able to select a PDF reference copy of a particular application.

Under the reports tab, reports that have been filed with the Commission will be displayed including Annual Ancillary/Supplementary Services Reports, Children's TV Programming Reports, and Schedule 381 Certifications. You may select the file number associated with both Children's TV Programming Reports and the Schedule 381 Certifications to amend the respective report.

Pleadings, Searches, and Schedule 381 Certification

How do I file a Pleading?

On the Homepage of the FCC Licensing and Management System you will select 'submit a pleading' under the Pleadings section. A new browser tab will open with the option to select a

type of pleading or appeal. You must enter either the application file number or the pleading file number based on the previously selected type of pleading or appeal. You will have an option to file with or without an attachment.

How do I run a Public Notice Search?

On the Homepage of the FCC Licensing and Management System you will select 'LMS Public Search' and a new browser tab will open. Under Search you will find multiple search options that include Application PN Search and Action PN Search.

Where do I find the LMS Public Database Tables for Downloading?

On the Homepage of the FCC Licensing and Management System you will select 'LMS Public Database Files' under the LMS Database Section.

What do I do if I do not see my station listed as soon as I logged in?

If you do not see your facility listed after logging in, then you can search for it by clicking on: View Facility _ID's associated with this FRN

If you do not see your facility listed then most likely there are more than one FRN associated with your station in CDBS you can find out by clicking on "Review the list of Facility _ID's associated with one or more FRNs."

In this section, you would have a chance to select any other stations to be associated with the FRN you have logged in with.

If no stations are shown, then most likely, you are using an incorrect FRN. Check to see what FRN is used for your station by clicking on "Search" and proceed to perform an application search to find out correct FRN to use.

What form should I use for different filings?

We will be using one main form (form 2100) which will have different schedule, for example the schedule A of the form will include the modification of construction permits and schedule B is

for modification of licensed facilities or filing new license application. The instruction to this form can be reached at: https://apps.fcc.gov/edocs_public/attachmatch/DOC-332131A1.pdf

Application Status and Errors

What is the difference between submitted or pending status?

"Submitted" status means the application has been filed but the fee has not been paid; "pending" status means the application has been filed and the application fee has been paid.

Can I partially complete my application and go back in later to complete it and file?

Yes, however, if you have a critical error in one of the sections, the information you entered will not be saved when you logout. If you have a non-critical error in one of the sections, the information you entered will be saved when you logout.

Can I successfully file my application if I have a pending error?

As you fill out each section of the application, when you click on the save icon, the system will check for errors based on your answers to the questions that have been provided and will indicate what questions need to be corrected. You can go on without correcting the errors in that section, however all the errors have to be corrected before you can file your application successfully. If you receive a critical error in a Section, your answer to the question with critical error will not be saved and it has to be re-entered when you visit that question, however any other errors will be saved until it has been corrected.

Multiple FRN's and Station Records

Can I maintain multiple FRN numbers to use when logging-in?

If your station is associated with multiple FRN in CDBS, You can use any of them to login, however you will be asked if that's the FRN you want to associate with your station, then that will be assigned to your station and in the future that will be only valid FRN for your station

Will all the records in regard to my station appear under the stations records in LMS?

We will upload all the current authorizations which include the construction permits and license authorizations and any pending construction permit or license application for your station. These records will appear under the authorization tab.

Amendments and Changes

Once I have completed an application for my station, and I want to amend or file a minor change or license application will all the section pre-fill with the information I filed on the previous application?

Yes, all the section will pre-fill with the previously filed application information except the License Certifications, Legal Certifications and Certify Sections. In case of the modification of construction permits and amendment to pending applications, the attachment to the application or construction permits will also be uploaded and you will have the ability to either keep them or delete them as part of the new filings. The exception is when the application or construction permit has been transferred over from CDBS records; in that case the attachments will not be uploaded.