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Proceeding Number – use the proceeding number reference on the FCC announcement or appeal that you are referencing.

- 13-184 (E-rate Modernization)
- 02-6 (E-Rate, Schools & Libraries Universal Services Program)

Contact Info:

Name of Filer – name of your organization (school district, library system)

Lawfirm Name – complete only if being filed by attorney, otherwise leave blank

Attorney/Author name – your name (need not be an attorney)

Email Address – Your email address

Details:

Type of Filing – Comment (this is most common type. Appeal or Petition for Waiver may be used if you are appealing a USAC decision to the FCC)

File Number: You can use this field for any number you would like to be able to use for searching later. We typically enter the Form 471 # if filing an appeal. Okay to leave blank **Report Number:** Leave blank

Bureau Identification Number: leave blank

Address: Complete as applicable

Document: Prepare your comments and save to .pdf. Browse to your file to upload your comments.

Click on Continue to submit your filing

Print confirmation page for your files. You can use search tool (see below) on the next day to confirm your comments were posted.

Remember that whatever you submit WILL be archived and saved for current and future viewing. The information you submit is publicly available in its entirety.

SEARCH FOR FILINGS

If you want to search for previous filings to get an understanding on how comments are normally presented:

<http://apps.fcc.gov/ecfs/>

Click on Search for Filings

Enter 02-6 or 13-184 or other proceeding as applicable and narrow your search to a custom date range. Review the posted filings

For further details see the FCC online manual for the electronic comment filing system:

<http://apps.fcc.gov/ecfs/userManual/ecfsmanual.jsp>