



PUBLIC NOTICE

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**PUBLIC SAFETY AND HOMELAND SECURITY BUREAU PROVIDES INSTRUCTIONS ON
HOW TO REGISTER FOR THE 2017 EAS TEST REPORTING SYSTEM (ETRS)
USING THE FCC'S COMMISSION REGISTRATION SYSTEM (CORES)**

PS Docket No. 15-94

I. INTRODUCTION

By this Public Notice, the Public Safety and Homeland Security Bureau (Bureau) of the Federal Communications Commission (FCC or Commission) notifies all Emergency Alert System (EAS) Participants¹ that they must create an FCC Username (Username) within the FCC's Commission Registration System (CORES) to access the 2017 EAS Test Reporting System (ETRS).² This Public Notice provides information on how to create a Username and associate FCC Registration Numbers (FRNs) to that Username within CORES. The Bureau will release a Public Notice in July announcing the availability of Form One of the ETRS, and the date by which EAS Participants will be required to have updated their Form One information in the ETRS.³

¹ See 47 CFR §§ 11.2(d) (defining EAS Participants), 11.11(a) (listing entities considered EAS Participants), and 11.43 (permitting other entities to participate in the national EAS upon written request to the Chief, PSHSB).

² "CORES is a web-based, password-protected, registration system that assigns a unique 10-digit FRN to a registrant for use when doing business with the FCC. These FRNs are used by all Commission systems that handle financial, authorization of service, and enforcement activities, and enable our customers to be more easily identified as the filers of applications, reports, remittance payments and other documents with the FCC. CORES was designed to serve as a central standard repository for basic regulatee and licensee information, and to help the Commission more effectively forecast, assess and collect regulatory fees; track enforcement of fines and forfeiture actions; monitor and collect penalties; manage the grant of waivers and exemptions; and, provide information to the public." *Amendment of Part 1 of the Commission's Rules, Concerning Practice and Procedure, Amendment of CORES Registration System*, Notice of Proposed Rulemaking, 25 FCC Rcd 17407, 17409-10, para. 8 (2010). The CORES information collection requirements have been approved by the Office of Management and Budget (OMB) under OMB control number 3060-0917. The ETRS information collection requirements have been approved by OMB under OMB control number 3060-0207.

³ *Review of the Emergency Alert System*, EB Docket No. 04-296, Sixth Report and Order, 30 FCC Rcd 6520, 6532, 6533, para. 27 (2015). EAS Participants must "renew identifying information on a yearly basis or as required by any revision of the EAS Participant's State EAS Plan filed pursuant to §11.21." 47 CFR § 11.61(a)(3)(iv)(A).

II. DISCUSSION

In 2016, the Commission launched the ETRS, an improved and mandatory version of the voluntary electronic test reporting system the Commission employed in 2011 for the first nationwide EAS test.⁴ The ETRS was designed to increase the reliability and value of the EAS, while minimizing reporting burdens on EAS Participants by accurately charting how alerts were propagated during an EAS test, identifying potential single points of failure, poor transmission paths, and coverage gaps before they could potentially cause a system failure during an actual alert.⁵

The ETRS was used successfully during the second nationwide EAS test, conducted on September 28, 2016.⁶ Based on test results, the 2016 EAS Test Report recommended that certain improvements be made to the ETRS.⁷ Among the improvements made to the ETRS in 2017 is that filers will now use a single account to file on behalf of multiple FCC Registration Numbers (FRNs).

To access the ETRS, filers must first create an FCC Username (Username) within the User Registration System as indicated in Section A below. Users can then log into CORES with the same Username to create a new FRN or associate with an existing FRN as outlined in Section B below. Filers that have already created a Username for use with another FCC system (*e.g.*, the Network Outage Reporting System or NORS) can use that same Username to access CORES as indicated in Section B.

Please follow the steps listed below to create your Username and associate your FRNs. Please be advised that you must associate your FRNs to your Username for them to be available to you in the ETRS.

A. Register an Account

- Access the User Registration System at <https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm>, and fill out the following fields:
 - “Username”: Your username should be the email address you want the FCC to associate with you. You will receive filing confirmations, other ETRS notices, and any notifications relating to your Username at this address.
 - “Confirm Username”: Confirm the username entered in the “Username” field.
 - “Password”: Select a password that is 12-15 characters long, doesn't include any part of your Username, and contains 1 upper case letter, 1 lower case letter, 1 number, and 1 punctuation mark/special character.
 - “Confirm Password”: Confirm the password entered in the “Password” field.
 - “Additional Contact Information”: enter your First Name, Last Name, Phone Number, etc.
 - “Security Question”: Select a security question from the drop-down menu.
 - “Answer”: Enter the answer to the security question.
- Click on the “Create Account” button.
- You will be directed to the Create New Account – Confirmation page confirming that your Username has been created.
- 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.

⁴ *Public Safety and Homeland Security Bureau Provides Information on Implementation of EAS Test Reporting System*, PS Docket No. 15-94, Public Notice, 31 FCC Rcd 3682 (PSHSB 2016).

⁵ *Id.*

⁶ FCC, Public Safety & Homeland Security Bureau, Report: September 28, 2016 Nationwide EAS Test (2016).

⁷ *Id.* at 18.

- Click on the confirmation link in the email from FCCRegistration@fcc.gov to verify the email address and activate your Username.

B. Associate Username to FRN

- Log into CORES using your Username and Password at <https://apps.fcc.gov/cores/userLogin.do>.
- Click on the “Associate Username to FRN” link.
- Enter the existing FRN you wish to associate with your Username.
- Enter a “Comment” that justifies your request to associate to this FRN.
- Click on the “Continue” button.
- If you are the first user associating to this FRN or you know the FRN-password, select “Yes. Here is the password:” and type in the password for the FRN. If the FRN already has an FRN Administrator and you do not know the FRN-password, select “No. Send a request to the FRN Administrator for association approval.”
- Click on the “Submit” button.
- If you sent a request to the FRN Administrator, contact the person(s) in your organization that has an “Administrator” permission to the FRN to ensure that they have approved your request.

C. Approve FRN Association Request (FRN Administrators only)

- Log into CORES using your Username and Password at <https://apps.fcc.gov/cores/userLogin.do>.
- Click on the “Manage Existing FRNs” link.
- Click on the “Manage FRNs” link.
- Click on the “FRN Association Requests” tab.
- Click on the “Approve/Reject” link to the right of the appropriate FRN.
- Select an appropriate “Status.”
- Select an appropriate “Permission Level.”
- Select whether to grant a “Manage Financial Info Permission.”
- Enter a “Comment” that justifies the request to associate to this FRN.
- Click on the “Submit” button.

D. Access ETRS and Form One (Available after Bureau announcement in July)

- Visit the ETRS page of the Commission’s website (<https://www.fcc.gov/general/eas-test-reporting-system>).
- Click on the link to the ETRS login.
- Log into the ETRS system.
- Click on ‘Submit Form One’ icon.

E. Additional Guidance

EAS Participants that are silent pursuant to a grant of Special Temporary Authority are required to file in the ETRS, and therefore should create a Username.

Filers will no longer be required to request coordinator status to see all filings associated with their FRNs. Accounts associated with an FRN will have access to all filings associated with that FRN. FRN Administrators are urged to only approve an FRN Association Request if they can independently verify the identity of the individual making the request.

III. FURTHER INFORMATION

Filers may contact the CORES Help Desk for assistance with creating an FCC Username Account at CORESHelpDesk@fcc.gov or (202) 418-4120.

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