

Documentation on Form 1876 data collection/verification in CORES

By FSOG/FO/FCC

I. How to collect data and generate Form 1876

Step 1: The administrative user clicks link "Create Form 1876" in CORES

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Financial Operat..., Manage Existing X, Log In, Login, Form/Document S..., FCC Registratio..., Login, Summary of Deploy..., FCC Registratio...
- Address Bar:** 165.135.209.76:7001/cores/myFmsPre.do?csrfToken=ElnCbHJMxr49jkQo6mSyrI4G55dn1yF5WCJ8uDLg4HJ
- Page Header:** Federal Communications Commission logo, Commission Registration System (CORES), Associate Username to FRN | Manage FRN(s), Register New FRN | Reset FRN Password | Search for FRN
- Breadcrumbs:** FCC > FCC Registration > Manage Existing FRNs
- Page Title:** Manage Existing FRN(s): Choose Action
- Content Area:**
 - Important Instructions:** To view your incentive Auction Reimbursement Allocation amount follow these steps:
 1. click on the 'Auction Payments' link below.
 2. Click on the FRN for which you wish to view the Reimbursement Allocation amount.
 3. Click on the 'View Payment Details' for the Facility ID/File Number to display the Reimbursement Allocation amount.
 - Select one of the following:**
 - [Manage FRNs](#) Manage/View FRN Permission Levels, FRN Registration Information, and Associated Requests for your FRN(s).
 - [View FRN Financial Info](#) View FRN payment information.
 - Incentive Auction Financial Module:**
 - [Create Form 1876](#) Enter Form 1876 Data and Generate PDF Form.
 - [Manage View Permissions](#) Manage View Permissions for Auction Bank Accounts and Auction Payments by Facility ID/File Number or by Username.
 - [Auction Bank Accounts](#) Enter/View Bank Account Information.
 - [Auction Payments](#) View Payment Details for Reverse Auction Winners and Reimbursed Transition Costs.
 - [Go Back](#)

Step 2: The system displays all the 1876 related FRNs belongs to this user with Administrative Roles; The user can pick any FRN to work with:

The screenshot shows a web application interface with a dark blue header and a light blue sidebar. The main content area displays a list of FRNs (Form 1876 related) for a user with Administrative Roles. The page includes a navigation menu on the left, a main content area with a table of FRNs, and a search bar.

From 1876

Manage FRNs
View FRN Financial Info
Create Form 1876
Manage View Permissions
Auction Bank Accounts
Auction Payments

Create Form 1876 | Manage View Permissions | Auction Bank Accounts | Auction Payments

Show 10 entries Search:

FRN	FRN Name
0008778565	Educational Public TV Corporation
0009760091	IBM Endicott EMC Laboratory
0009769076	IBM Corporation
0013180294	Campbellsville University
0013936323	asdf
0016114860	asdf
0016115222	asdf
0016116063	asdf
0016216129	ULS testdata 01302009
0018466235	asdf

Showing 11 to 20 of 21 entries Previous 1 2 3 Next

[Go Back](#)

165.135.209.76:7001/cores/createForm1876.do?id=401173&csrfToken=3pWYy9s8BFBfHoGvTmtQowhEAR3dgHpY0XtrrZKKpWe3V304P554nGUa265PC

Step 3: The system displays all the Facility IDs/File Numbers associated with the selected FRN. The user can select any of them to work with.

The screenshot shows the 'Create Form 1876' page in the Commission Registration System (CORES). The page title is 'Create Form 1876'. On the left, there is a navigation menu with links: 'Manage FRNs', 'View FRN Financial Info', 'Create Form 1876' (highlighted), 'Manage View Permissions', 'Auction Bank Accounts', and 'Auction Payments'. The main content area shows a table of Facility IDs/File Numbers associated with FRN 0016216129. The table has two columns: 'Facility ID/File Number' and 'Action'. There are two entries: 9762 and 47401, both with a 'Create/Update Form 1876' link. Above the table, there is a search bar and a 'Show 10 entries' dropdown. Below the table, there is a 'Showing 1 to 2 of 2 entries' indicator and a 'Go Back' link. The footer contains 'Customer Service' links: 'Help', 'Frequently Asked Questions', 'Privacy Statement', and 'FCC Home Page'. The footer also includes the phone number '77-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)'.

Step 4, the system displays the introducing page about creating Form 1876.

Create Form 1876 for:

Reimbursement Entity Name: ULS testdata 01302009 FRN: 0016216129 Facility ID/File Number: 47401

If you are seeking reimbursement from the TV Broadcaster Relocation Fund, you will need to fill in the electronic Form 1876. Once you have filled in all the required fields, please print, sign and notarize, and mail in the form to the address below.

Federal Communications Commission
Travel & Operations Group, Attn: Chief of TOG
9050 Junction Drive
Annapolis Junction, MD 20701

*Remember to include the attachment required by item 2.b.

Some fields may be auto-populated based on the current information registered with your FCC Registration Number (FRN). If the FRN information shown is not up to date, please click [here](#) to make the necessary changes. You can return to the form once the changes have been submitted.

For part 1.g. of the Form 1876, you will need to enter at least one Authorized Agent (AA). Please ensure that the Authorized Agent's CORES Username is associated to the FRN. If it is not, click [here](#) to associate the Username to the FRN. If the contact you wish to list as an Authorized Agent does not have a CORES Username, please click [here](#) to register a Username, then associate the Username to the Eligible Entity's FRN in CORES.

If you have questions or concerns about the Form 1876, please submit a help request through the [FCC's e-support page](#).

NOTICE: We have estimated that each response to this collection of information will take 6 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-1223), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-1223, edition date January 2017.

[Go Back](#) [Continue](#)

Step 5, The system flows to the Form 1876 data collection main page. The administrative user needs to fill out the key 1876 data. The “Save For Later” button saves the data without data validation, so the user can return any time; the “Submit” button validates the data.

Enter Form 1876 information for:
 Reimbursement Entity Name: ULS testdata 01302009 FRN: 0016216129 Facility ID/File Number: 47401

Call Sign (if applicable, as of date of this Form 1876):

Entity "ULS testdata 01302009" Contact Information

First Name: *

Middle Initial:

Last Name: *

Address (Street Number and Name): *

City: *

State: *

Zip Code: *

Telephone Number: * ext.

Email Address: *

AUTHORIZED AGENT 1 Information

CORES Username: * *Not in the list? Click [here](#) to associate more CORES Username to this FRN. Need a new CORES Username? Click [here](#) to create an account.*

Title:

Additional Email Address for Correspondence:

AUTHORIZED AGENT 2 Information (If applicable)

CORES Username: * *Not in the list? Click [here](#) to associate more CORES Username to this FRN.*

Additional Email Address for Correspondence:

AUTHORIZED AGENT 2 Information (If applicable)

CORES Username: * *Not in the list? Click [here](#) to associate more CORES Username to this FRN. Need a new CORES Username? Click [here](#) to create an account.*

Title:

Additional Email Address for Correspondence:

Bank Account Information for Automated Clearing House (ACH) Payment

Account Holder Name: *

ACH Routing Number: *

Confirm ACH Routing Number: *

Account Type: *

Account Number: *

Confirm Account Number: *

Is the Eligible Entity "ULS testdata 01302009" the owner of the above bank account? *

Yes No

If the answer is No, "ULS testdata 01302009" must either be the owner of the bank account, or there must be an ownership relationship between "ULS testdata 01302009" and the owner of the bank account. If there is an ownership relationship then please briefly describe the nature of the ownership relationship between "ULS testdata 01302009" and the owner of the bank account.

[Go Back](#)

* indicates required field.

Step 6, if the submit button is clicked, the system display the 1876 form data review page. If the administrative user is satisfied with the information, click the [Create Form 1876](#) will produce the form 1876 with the data submitted.

Form 1876 Confirmation for:

Reimbursement Entity Name: ULS testdata 01302009 FRN: 0016216129 Facility ID/File Number: 47401

Call Sign: JPEG
 Taxpayer ID Number of the Eligible Entity : 208614543

Entity "ULS testdata 01302009" Contact Information

First Name: * John
 Middle Initial: s
 Last Name: * Doe
 Address (Street Number and Name): * 445 12th Street SW
 City: * Bethesda
 State: * DISTRICT OF COLUMBIA
 Zip Code: * 20123-2422
 Telephone Number: * 234-234-2342 x2342
 Email Address: * john.doe@fcc.test

AUTHORIZED AGENT 1 Information *Wish to update an AUTHORIZED AGENT's name and phone? click [here](#)*

CORES Username: * hua.lu@fcc.gov
 Name: hua s lu
 Phone: 301-418-2424 x 1234
 Title: TESTER
 Additional Email Address for Correspondence: sirhualu@bla.com

AUTHORIZED AGENT 2 Information *Wish to update an AUTHORIZED AGENT's name and phone? click [here](#)*

CORES Username: alan.muhealden.ctr@fcc.gov
 Name: Alan Muhealden
 Phone: 202-418-7354

Bank Account Information for Automated Clearing House (ACH) Payment

Account Holder Name: * John Doe
 ACH Routing Number: * 021502011
 Bank Name: BANCO POPULAR
 Account Type: * Checking
 Account Number: * 111111
 Is the Eligible Entity the owner of the bank account? * NO
 Ownership Relationship Description: I am the owner

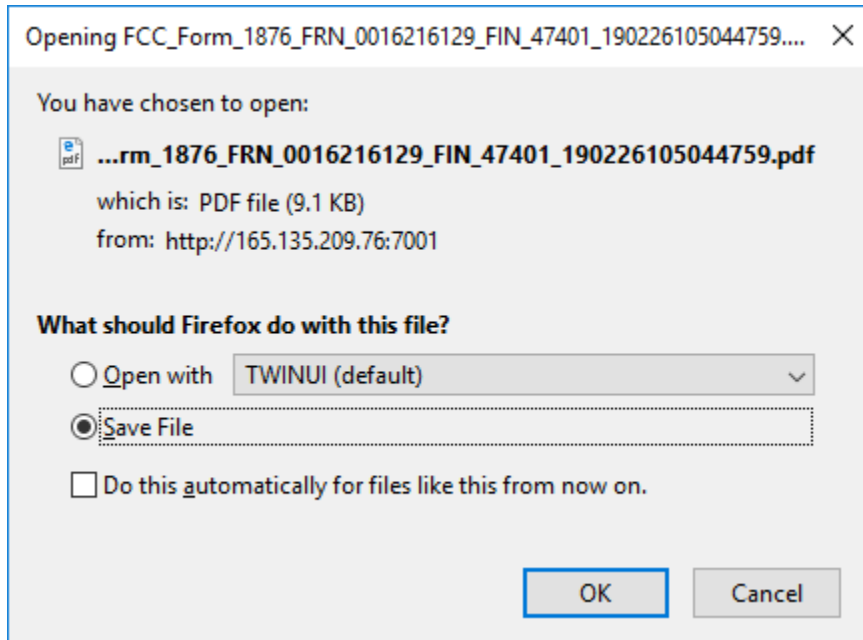
[Go Back](#) [Create Form 1876](#)

* indicates required field.

Customer Service

[Help](#) [Frequently Asked Questions](#) [Privacy Statement](#) [FCC Home Page](#)

Step 7, the user can choose either save or open the PDF file, then print it, notarized it, and send it to FCC via mail.



II. How to verify the bank info by the Authorized Agent (AA user):

Step 1. The AA user clicks the “Auction Bank Accounts link”

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Financial Operations, Manage Existing, Log In, Login, Form/Document S, FCC Registration, Login, Summary of Deploy, FCC Registration.
- Address Bar:** 165.135.209.76:7001/cores/myFmsPre.do?csrfToken=IKnfDGMrdkoBqkvx:1dqX6K75SK4jrc80olzAndJyI6Pbr...
- Page Header:** Federal Communications Commission, Commission Registration System (CORES), Associate Username to FRN | Manage FRN(s), Register New FRN | Reset FRN Password | Search for FRN.
- Breadcrumbs:** FCC > FCC Registration > Manage Existing FRNs
- User Info:** Logged In As: hua.lu@fcc.gov | Logout
- Section Header:** Manage Existing FRN(s): Choose Action
- Important Instructions:**
 - To view your incentive Auction Reimbursement Allocation amount follow these steps:
 - 1. click on the 'Auction Payments' link below.
 - 2. Click on the FRN for which you wish to view the Reimbursement Allocation amount.
 - 3. Click on the 'View Payment Details' for the Facility ID/File Number to display the Reimbursement Allocation amount.
- Select one of the following:**
 - [Manage FRNs](#) Manage/View FRN Permission Levels, FRN Registration Information, and Associated Requests for your FRN(s).
 - [View FRN Financial Info](#) View FRN payment information.
- Incentive Auction Financial Module:**
 - [Create Form 1876](#) Enter Form 1876 Data and Generate PDF Form.
 - [Manage View Permissions](#) Manage View Permissions for Auction Bank Accounts and Auction Payments by Facility ID/File Number or by Username.
 - [Auction Bank Accounts](#) Enter/View Bank Account Information.
 - [Auction Payments](#) View Payment Details for Reverse Auction Winners and Reimbursed Transition Costs.
- [Go Back](#)

Step 2, the system displays all the auction FRN with bank information. The AA user picks an FRN to work with.

The screenshot shows the Commission Registration System (CORES) interface. The browser address bar displays the URL: 165.135.209.76:7001/cores/myFrms.do?queueType=16&btnSubmit=true&csrfToken=1k4HZBAH7hEYA3MRo. The page header includes the FCC logo and the text "Commission Registration System (CORES)". Below the header, there is a navigation menu with options like "Associate Username to FRN", "Manage FRN(s)", "Register New FRN", "Reset FRN Password", and "Search for FRN". The main content area is titled "Auction Bank Accounts" and features a table with columns for "FRN" and "FRN Name". The table lists 10 entries, including "LuTech", "AMKA BROADCAST NETWORK INC.", "Los Angeles Unified School District", "Entravision Holdings, LLC", "KUVI License Partnership, G.P.", "WGBO License Partnership, G.P.", "San Mateo County Community College District", "Agape Church, Inc.", "WYFF HEARST-ARGYLE TELEVISION INC", and "Apple Valley Broadcasting, Inc.". The page also includes a search bar, a "Show 10 entries" dropdown, and a pagination control at the bottom showing "Showing 1 to 10 of 65 entries" and "Previous 1 2 3 4 5 6 7 Next".

Auction Bank Accounts

Manage FRNs
View FRN
Financial Info
Create Form 1876
Manage View Permissions
Auction Bank Accounts
Auction Payments

Show 10 entries Search:

FRN	FRN Name
000000018	LuTech
0000017574	AMKA BROADCAST NETWORK INC.
0001526441	Los Angeles Unified School District
0001529627	Entravision Holdings, LLC
0001531334	KUVI License Partnership, G.P.
0001531391	WGBO License Partnership, G.P.
0001545185	San Mateo County Community College District
0001554666	Agape Church, Inc.
0001565050	WYFF HEARST-ARGYLE TELEVISION INC
0001575497	Apple Valley Broadcasting, Inc.

Showing 1 to 10 of 65 entries Previous 1 2 3 4 5 6 7 Next

Step 3, the System displays all the Facility ID / Filing Number to the user. The AA user select one to work with by clicking the [Verify Bank Info](#) link

The screenshot shows the Commission Registration System (CORES) interface. The browser address bar displays the URL: 165.135.209.76:7001/cores/bankInfoList.do?id=401173&csrfToken=YA5cOgjA2KmgZt7YAuVhoEILCnXcwE6. The page title is "Commission Registration System (CORES)". The breadcrumb trail is: FCC > FCC Registration > Manage Existing FRNs > Auction Bank Accounts > Bank Account. The user is logged in as hua.lu@fcc.gov.

The main section is titled "Auction Bank Account Details". It shows a table of Facility IDs/File Numbers associated with FRN 0016216129. The table has columns: Facility ID/File Number, Account Holder Name, Bank Name, Account Number, Status, and Action. There are two entries:

Facility ID/File Number	Account Holder Name	Bank Name	Account Number	Status	Action
9762	hualu6	BANCO POPULAR	**6666	Validated	Locked
47401				Unsubmitted	Verify Bank Info

Below the table, there are status definitions:

- Pending Access = Permission not yet granted to Authorized Agent to enter bank account information
- Unsubmitted = Waiting for submission of bank account information
- In FCC Review = FCC validating bank account information
- Validated = FCC validated bank account

If Action indicates "Contact FCC", 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).

Step 4, the system displays the bank information submitted by the Administrative user when the Form 1876 was generated. If the AA user is satisfied with the bank info, he/she can click the Submit button, and the confirmation page is displayed.

The screenshot shows the 'Verify Bank Account for Facility ID/File Number' page in the CORES system. The page header includes the FCC logo and navigation links. The main content area displays the following information:

Verify and Submit Bank Account for:
Reimbursement Entity Name: ULS testdata 01302009 FRN: 0016216129 Facility ID/File Number: 47401

Account Holder Name:	John Doe
Bank Name:	BANCO POPULAR
Account Type:	Checking
ACH Routing Number:	021502011
Account Number:	111111

Pressing the "SUBMIT" button locks the Bank Account entry. FCC assistance is required for any changes after submission. For questions, 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).

Buttons:

If the Bank Account shown is incorrect, please click [here](#) to update the 1876 form information, then sign, notarize and mail it to FCC.

The screenshot shows the 'Bank Account Entry Confirmation' page in the CORES system. The page header includes the FCC logo and navigation links. The main content area displays the following information:

You have successfully submitted a Bank Account for the FRN **0016216129** and the Facility ID/File Number **47401**.

This information has been submitted to the FCC for review and approval. The bank account entry is locked. For questions, 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).

[Return to Auction Bank Account Details page](#)

Customer Service