MyIBFS User Account Window

Overview

The My IBFS Workspace allows you to personalize your view of your transactions with the International Bureau. From this window, you can start the application process, work with drafts of your applications, file and pay for your completed applications and view the status of your filings. You can also collaborate with other parties by using the Routing feature.

My Drafts Tab: Allows you to access your pending drafts of applications, and any applications routed to you.

My Filings Tab: Allows you to access your pending applications that have been filed through the MyIBFS system, but not been disposed of by the Commission.

My Completed Actions Tab: Allows you access to all of your filings that have been disposed of by the Commission.

Menu Options

An Application Tools box containing menu options is displayed immediately above the tabs in the Workspace. Menu options allow you to select an action to be performed on one or multiple filings/applications displayed on a tab. They include the following: File, Finalize, Pay, Withdraw, Copy, Delete, Update Applicant FRN, Update Contact FRN, Route, Routing History, Preview Print Application, and Preview Print App and Attachments.

To perform one of these actions on an application, select the application on Tab, and select the action from the Menu Bar. The valid options available to you will vary depending on the tab that you currently have selected.

- File – This option runs the application through all edits and calculations and allows you to file an application. Once completed, application appears in the My Filings tab, with one of the following statuses.
  - Filed – awaiting fee verification
  - Filed – fee not required
- Finalize –This option allows you to check your application and identify any errors in your filing. The system will run though all edits and calculations and identify a list of discrepancies. This function cannot be performed on multiple applications.
- Copy – This option allows you to copy a 312 EZ application. The copied application appears in the My Drafts tab. This function can be performed on multiple applications.
- Delete –This option allows you to delete a 312 EZ application. This function can be performed on multiple applications.
- Update Applicant FRN – This option allows you to change the Applicant FRN on a 312 EZ application. This function can be performed on multiple applications.
- Update Contact FRN - This option allows you to change the Contact FRN on a 312 EZ application. This function can be performed on multiple applications.
- Route – This option allows you to route a 312 EZ application to another FRN registered in the MyIBFS system (See Routing Section.) This function can be performed on multiple

applications.

- Routing History – This option allows only the initiator to see the routing history of a draft 312 EZ application. This function cannot be performed on multiple applications.
- Pay – This option allows you to pay for a filed 312 EZ Application. You can pay for one or multiple applications at the same time. Once completed, status of Filing is changed to Filed – fee verification required.
- Withdraw – This option allows you to withdraw a filed 312 EZ Application. Once completed, status of Filing is changed to Withdrawn. This function can be performed on multiple applications.
- Print Preview Application – This option allows you to preview and print a 312 EZ application located on any Tab in your Workspace. This function cannot be performed on multiple applications.
- Print Preview Application and Attachments – This option allows you to preview and print a 312 EZ application and their attachments located on any Tab in your Workspace. This function cannot be performed on multiple applications.

My IBFS Workspace - Features

Inbox

Allows you to view and acknowledge applications routed to you. Clicking on the Inbox link allows you to view details of applications routed to you. You can acknowledge one or multiple applications simultaneously. The Inbox hyperlink is only viewable from the Workspace, if you have new or unacknowledged routings.

Outbox

Allows you to view, retract, and obtain details of applications that you have routed to another FRN.

My Drafts Tab

This tab displays pending drafts of all un-filed Applications, including those routed to or from your
This tab displays pending drafts of all un-filed Applications, including those routed to or from your account. (Note: In the initial phases of the IBFS re-design, you can only see EZ drafts in the My Drafts Tab. You can access draft applications in the old IBFS system by clicking on the “Other IBFS Filings” link. This will take you to your old IBFS Account(s).

You can control the number of drafts to display in the My Drafts tab by entering a number in the “For the last field” (calendar days) and clicking on Go. The default is 14 days.
You can specify the subsystem for which EZ drafts should be displayed. The default is All subsystems. (Note: In the initial phases of the IBFS re-design, you can only see EZ drafts in the My Drafts Tab. You can access draft applications in the old IBFS system by clicking on the “Other IBFS Filings” link. This will take you to your old IBFS Account(s).
The following actions can be performed on applications displayed on the My Drafts Tab: File, Finalize, Copy, Delete, Update Applicant FRN, Update Contact FRN, Route, Routing History, Print Preview Application, and Print Preview App and Attachments.
The default sort order for draft applications is by Filing ID; however, you can sort by any of the following fields:

- Applicant name

- Filing ID (including Filing type)
- Date Created
- Routed To/From
- Routed Date
- Next Step
- Routing Comments
- Application Description.

The My Drafts tab contains the following information about your application:

- Applicant Name: Displays Applicant Name
- Filing ID (including Filing Type): ID generated on first save of the Application. The filing ID shall be a hyperlink. Clicking on the link will allow you to view details of the application. Filing Type: Subsystem + Application Type of the Application e.g. SES LIC
- Date Created: Date application was first saved
- Next Step: Next logical step in the Application Process. These are defined as follows:
  - If an application has been started but has not passed the qualification questions, the next step is Qualify
  - If an application has successfully passed the qualification questions, but has not been finalized, the next step is Finalize
  - If an application has been routed to or from your account, the next step is Review and Route
  - If an application has been finalized but has not been filed, the next step is File
- Routed To/From (if applicable): Displays the FRN of the sender if an application has been routed to you; the FRN of the recipient, if you have routed the application
- Routing Comments (if applicable): Displays any Routing Comments entered when an application is routed (see section on Routing below). Only the first 25 characters of the comments are displayed in the Routing Comments field, however the text shall be displayed as a hyperlink. By clicking on the hyperlink, the full comment shall be displayed in another window.
- Routed Date (if applicable): Displays the date an application was routed (see section on Routing below).
- Application Description: Reference information entered by the user to identify the application.

<u>My Filings Tab</u>

This tab displays all applications that you have filed that are pending before the Commission, including applications filed in the old system.

You can control the number of filings to display in the My Filings tab by entering a number in the “ For the last” field (calendar days) and clicking on Go. The default is 14 days.

You can specify the subsystem for which filings should be displayed. The default is All subsystems.

The following actions can be performed on applications displayed on the My Filings Tab: Pay, Copy, Withdraw, Routing History, Print Preview Application, Print Preview App and Attachments.

The default sort order for applications is by Date Filed; however, you can sort by any of the following fields:

- Applicant Name
- File Number/Application Description
- Call Sign
- Applicant Name
- Date Filed
- Status
- Days to Pay (if applicable)

The My Filings tab contains the following information:

- Applicant Name – Displays Applicant Name
- Call Sign – Call Signs are generated on submission of a 312 EZ or space station Application. Call signs for all other application types will be generated after the application is saved to the database by internal International Bureau staff.
- File Number and Application Description – File number assigned to the filing on submission of the Application. The file number is a hyperlink. Clicking on the link will allow you to view details of the EZ application. For applications filed in the old system, the hyperlink allows you to view a PDF copy of the application.
- Application Description: Reference information entered by the user to identify the application.
- Status – The system provides detailed information on the status of any filed application. The following categories are displayed:
  - Filed – awaiting fee payment
  - Filed – fee not required (for fee exempt applications)
  - Filed - payment received (for ‘feeable’ applications only)
  - Accepted for Filing Public Notice
- Date Filed – Date application was filed.
- Days to Pay – Pursuant to Rule 1.10009, filers have 14 calendar days to pay for feeable applications. The system displays the number of days left to pay before the application is automatically dismissed for non-payment.

My Completed Actions Tab

The My Completed Actions tab contains a list of all account holders’ filings that the Commission has acted upon.

You can control the number of filings to display in the My Completed Actions tab by entering a number in the Filing Days field (calendar days) and clicking on Go. The default is 14 days.

You can specify the subsystem for which Completed Actions should be displayed. The default is All subsystems. The following actions can be performed on applications displayed on the My Completed

Actions Tab: Copy, Routing History, Print Preview Application, and Print Preview App & Attachments.

The default sort order for applications is by File No./Description; however you can sort applications by Applicant Name, Call Sign, Action, Action Date, or Expiration Date.

The My Completed Actions Tab contains the following information:

- Applicant Name: Displays Applicant Name
- Call Sign – Call Sign assigned (if applicable.) The call sign is a hyperlink. Clicking on the call sign hyperlink will allow you to view a .pdf version of the license.

- File No./Description: The File number of the Current Authorization – i.e. the MOD, RWL or LIC. Clicking on the link will allow you to view a pdf copy of the Application.
- Description: Application description entered by the user to identify the application.
- Action: the action that was taken on the application
- Action Date: The date the action was taken
- Expiration Date: The date the authorization expires (only displayed for granted applications).

Filing an Application
To file an application, select the application type from the following list of options:

Earth Station Authorizations - 312EZ Form - Selecting this option takes you to the Applicant Authentication screen.

The remaining filing selections direct you to forms in the old IBFS system. The forms available are:

Satellite Earth Station

New Authorization (Form 312/Schedule B)

Amendment of Pending Application (Form 312/ScheduleB)

Modification of Existing License (Form 312/Schedule B)

Renewal of License (Form 312R)

Request for Special Temporary Authority (STA)

Transfer of Control/Assignment of License (Schedule A)

Satellite Space Station

.New Authorization (Form 312/Schedule S)

Amendment of Pending Application (Form 312/Schedule S)

Modification of Existing License (Form 312/Schedule S)

Transfer of Control/Assignment of License (Form 312/Schedule A)

Milestone or Bond Submission

Request for Special Temporary Authority (STA)

International Telecommunications

Submarine Cable Landing License Application

Accounting Rate Change Filing

Data Network Identification Code (DNIC)

Foreign Carrier Affiliations Notification (FCN)

International Section 214 – New Authorization

Request for Special Temporary Authority

International Signaling Point Code

Recognized Operating Agency Filing

Filing Form 312EZ

When you select “Streamlined Authorization (Form 312EZ)” from the list of options in the Welcome to MyIBFS screen, you will be directed to the Applicant and Contact Authentication screens. These screens will allow you to identify and provide the FRN for the parties to the application.

Applicant Authentication

To proceed with applicant authentication, perform the following:

1. If you are the applicant for this earth station, click on Next Step to advance to the Contact Authentication screen. A password is not required.

2. If you are not the applicant for this earth station, enter the applicant’s FRN and Password in the fields provided and click on Confirm FRN. The applicant’s company name, address and telephone number display below the FRN/Password fields.

3. If correct, click on Next to advance to the Contact Authentication screen.

4. If incorrect, repeat steps 2 and 3.

Contact Authentication

1. If you are the contact/attorney of record for this earth station, click on Next Step to advance to the Application Description screen.

2. If you are not the contact/attorney of record for this earth station, enter the contact’s FRN and Password in the fields provided and click on Confirm FRN. The contact’s company name, address and telephone number display below the FRN/Password fields.

3. If correct, click on Next to advance to the Application Description screen. The application is saved at this point and given a Filing ID for reference while it is a draft.

4. If incorrect, repeat steps 2 and 3.

Application Description

Enter a description of the application to proceed to the first EZ qualification question.

Routing

You can route draft 312 EZ applications from the My Drafts tab within the Workspace.

Routing of the full EZ application is only available as an option after the application has been saved for the first time and given a Filing ID.

An EZ application can be routed by selecting Route from the Application Tools List.

Routed applications will appear under the My Drafts tab of the Workspace for both the initiator and recipient. If initiator privileges on an application have been transferred, the application will no longer be viewable in the My Drafts tab of the initiator.

An email is sent via Microsoft Outlook to the email address associated with the recipient's FRN, when routings have been sent, unacknowledged for 3 days, or retracted. The email will be generated by the system at 10:30 am and 2:30 pm daily. The recipient will be informed that they have newly routed applications when they log into their account via an Inbox. The Inbox will only display if you have unacknowledged routings. The Inbox will open in a separate window. The Inbox will display: Filing ID, Name, FRN, Accept (check box), Last Assigned, To User, Routed By, Routed On, and Routing Comments (255 chars).

The initiator can view all filings they routed via their Outbox. The Outbox is always viewable. The Outbox will display: Filing ID/Filing Type, File Number, Routed To, Routing Date, Recipient Level, Status, and Routing Comment.

A filing can only be routed 2 hops from initiator. Only the initiator of a routed filing can review that filing's Routing History. To review a Routing History, select the routed filing, choose Routing History from the Application Tools box, and press Go.

Routing Privileges

To clarify the discussion below, an initiator is defined as an IBFS user who starts an application. A recipient is defined as an IBFS user to whom an application has been routed.

The initiator of an application can:

1. Route an application and specify privileges of the recipient. Options are:

    Full Application – Update Permission: The recipient can update the application, but cannot file the application. The application must be routed back to the initiator in order to be filed. The routed application will still be viewable in the Drafts Tab of the initiator; however the initiator will not be able to update the application.

    Transfer Initiator Privileges: The recipient can update the application, and can also file the application. The routed application will not be viewable in the Drafts Tab of the initiator.

2. Submit an application, if initiator retains initiator privileges.
3. Retract a routed application at any time. A retracted application will no longer appear in the My Drafts Tab of the recipient. The recipient will be sent a notification via Microsoft Outlook that the application has been retracted.

The recipient of a routed application must acknowledge an application upon receipt. The recipient of an application can:

1. Update/view/submit an application based on the routing privileges specified by the initiator (see Routing functionality below); assume initiator privileges (if specified by initiator)

2. Re-route application to the initiator with note

3. Route the application to another entity (applications can only be routed two hops beyond the original initiator)

Routing Functionality

When you click on Route, the system advances to the Route a Filing screen. You must specify the following information:

1. Enter the FRN to which the application is being routed. Note the FRN is validated against CORES.

2. Click on Confirm FRN to confirm the details of the recipient. You have the option to change the FRN.

3. Specify the routing privilege.

4. Enter a routing comment in the space provided. You can enter up to 255 alpha numeric characters.

5. Press Route to route the application.

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