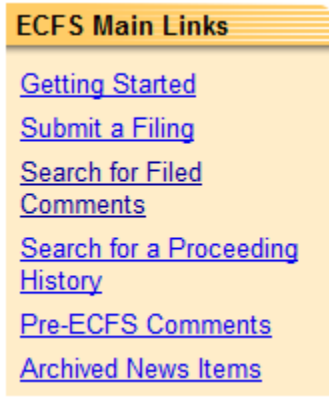


## How to File a Letter or Comment With the Federal Communications Commission

**Go** to the FCC Electronic Filing System Page: <http://www.fcc.gov/cgb/ecfs/>

On the right side of the page you'll see



**Click** on: "Submit a Filing" which goes to: [http://fjallfoss.fcc.gov/prod/ecfs/upload\\_v2.cgi](http://fjallfoss.fcc.gov/prod/ecfs/upload_v2.cgi) where you'll see the following "**Cover Sheet**:"

Cover Sheet		
1. <a href="#">Proceeding</a> (e.g. 00-221, RM-9920) (required) <input type="text"/>		
2. Mail Correspondence To: (required) <input checked="" type="radio"/> Name <input type="radio"/> Law Firm <input type="radio"/> Attorney		
3. Name of Applicant/Petitioner (required) <input type="text"/>		
4. Law Firm Name (required if represented by counsel) <input type="text"/>		
5. Attorney Name (optional) <input type="text"/>		
6. Email-id (optional) <input type="text"/>		
7. Mailing Address For Correspondence (required) <input type="text"/> <input type="text"/>		
8. City (required) <input type="text"/>	9. State (required) <input type="text"/>	10. Zip Code (required) <input type="text"/> - <input type="text"/>
11. Ex-Parte/Late Filed <input type="checkbox"/> (optional)	12. <a href="#">Document Type</a> (required) COMMENT <input type="text"/>	
13. File Number (optional) <input type="text"/>		

**On the Cover Sheet:**

1. **Proceeding**, enter “96-128”
2. **Mail Correspondence To:** click “Name”
3. **Name of Applicant/Petitioner:** Type your name
4. **Law Firm Name:** no entry required
5. **Attorney Name:** Unless you are an attorney, no entry required
6. **Email id:** Add your email address if you wish – it’s not required
7. – 10. **Mailing Address for Correspondence:** List your mailing address
11. **Ex-Parte/Late Filing:** Check this box
12. **Document Type:** “Notice of *Ex Parte*” will pop-up if you checked box 11
13. **File Number:** Leave blank

Next go down to the section called “Send Comment Files to FCC (Attachments)”

*Please complete ONE of the following:*

**Send Comment Files to FCC (Attachments)**

File Description:  File:

Select one of these file types or convert your file to one of these types:

OR

**Send a Brief Comment to FCC (typed-in)**

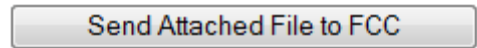
If you are entering over 70 characters on one line  
be sure to press your carriage return to ensure proper line-wrapping.

You can use the **Sample Letter** at [www.HamdenConsulting.com/SampleFCC-Letter.pdf](http://www.HamdenConsulting.com/SampleFCC-Letter.pdf) to create your own personal letter and save it on your computer as a Microsoft Word or WordPerfect document. At the following field,

Select one of these file types or convert your file to one of these types:

scroll to either Microsoft Word or WordPerfect.

Next, under **Send Comment Files to FCC (Attachments)**, to the right of the “**File:**” field, click the “**Browse ...**” button to select the letter from your computer, select the document, and it will be attached to the form automatically. Then, simply click and your comment is sent to the FCC.

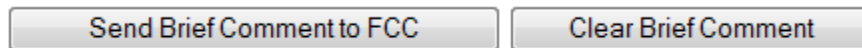


There is another way to send your comment in the field:

**Send a Brief Comment to FCC (typed-in)**

**If you are entering over 70 characters on one line  
be sure to press your carriage return to ensure proper line-wrapping.**

You can “cut and paste” your comments in the field that looks like the one pictured above. (If it is important to you, you may want to check the formatting of the comments that were “pasted” into the field.) When you are satisfied with the appearance of the “pasted” comments, simply click the button labeled “Send Brief Comment to FCC.”



And that’s all there is to it. Your comments will be received by the FCC.