



Associating and Managing FRNs

1 Dec 2018

1. This document will address two features of the new CORES and how they apply to anyone who applied for an FRN using the old CORES procedures and anyone who was issued an FRN when they were granted a license prior to the implementation of the new CORES procedures:

- a. Associating a Username with FRN(s)
- b. Managing FRNs

2. These features become official on 1 March 2019 but are available [now](#).

3. **Anyone who has a legacy FRN¹ or receives a license by providing their Social Security Number** in lieu of an FRN, must register a CORES Username and Password if they want to manage their FRN(s) (e.g., reset their License Manager password in the ULS, update their FRN information, etc.).

- a. Go to the new [CORES website](https://apps.fcc.gov/cores/userLogin.do) (<https://apps.fcc.gov/cores/userLogin.do>) where you will see the following options:

The screenshot displays three distinct panels on a light purple background. The first panel, titled 'Username Login', includes a note: 'Note: The Username is the email address associated with your FCC Username Account.' Below this are input fields for 'Username:' and 'Password:', followed by a yellow 'LOG IN' button. The second panel, titled 'Need a Username?', features a yellow 'REGISTER' button and a blue link for 'Forgot/Reset your Password?'. The third panel, titled 'Search for public FRN information', contains a yellow 'SEARCH' button.

- b. Click on **Register** to create your Username, password and Personal Security Question.

Note: If you don't have an e-mail address, you cannot register. See paragraph 4, below.

- Provide the required information and any optional information you may choose to include.
 - Your Username is your e-mail address.
 - Your password (12-15 characters)
 - Your name
 - Your phone number (10-digits)
 - Select a security question and provide the answer.
- Click on **“Create Account”**
- Almost immediately after you click on “Create Account” you will receive an e-mail shown on the next page containing an e-mail address verification link. **You must verify your e-mail address within 24 hours.**

¹ A **legacy FRN** is one that was issued when an applicant applied using the old CORES procedures or one that was automatically issued when an application for an amateur radio license was submitted containing an SSN or EIN.

Your name,

Your request to create a new FCC account has been received. To verify your email address, please click the link below.

<https://apps2.fcc.gov/fccUserReg/api/authorizeUser/916b6199bf6f4f9f43ee43f88baa36d249b1446e0b150a81eb64c25c4be6f9ec15784f75c64ef888>

This link will expire within 24 hours. If you did not request an FCC account, please disregard this email.

For assistance, 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).

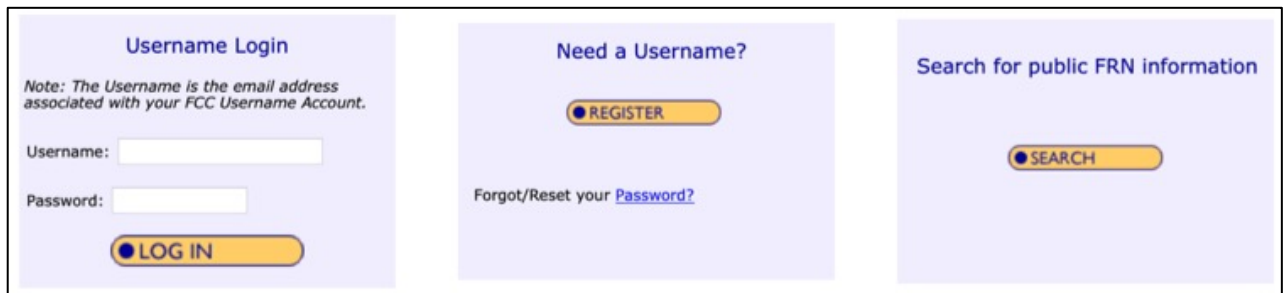
Thank you,

FCC CORES Registration Team

- Go to your e-mail account, find the e-mail from the FCC and click on the verification link. Once you have verified your e-mail address, you can log into CORES.

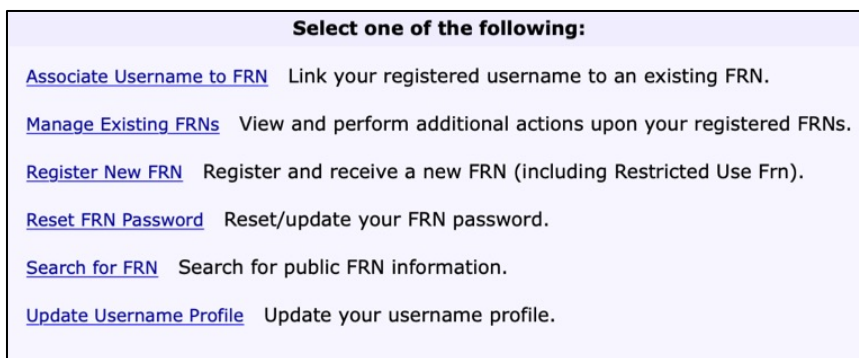
4. If you don't have an e-mail, you can still manage your FRN(s) but you are limited to some basic information. You can update your FRN information (e.g., Address, phone number, etc.) by mailing a completed [FCC Form 161](#) to the FCC.

5. Associate/link your Username to your FRN(s)



a. Log into CORES

- Enter your Username and password.
- Click on “Log In” – You will see the following menu:



b. As you can see, there are six possible actions you can select.

- Click on “Associate Username to FRN”
- You will have to do this with each FRN issued to you.
- You will see the following screen:

Associate with this FRN

FRN: *

Comment: *

[Go Back](#)

The FCC Registration Number (FRN) is a 10-digit number.

* indicates required field.

- Enter you're the FRN you wish to associate/link to your Username and some kind of comment which can be anything, as shown above. Only the FRN Administrator will see it.
- Click on **“Continue”** – You will see the following screen:

Are you entering the password for FRN 0003330511?

Yes. Here is the password: *

No. Send a request to the FRN Administrator for association approval

[Forgot FRN Password](#)

* indicates required field if the "Yes" option is selected.

- If you have an FRN password (also referred to as your ULS or License Manager password) enter it and click on **“Submit”** – You will receive an on-screen approval message as shown below:

Associate User to FRN Confirmation

Success! You now have Administer role to FRN 0003330511.

- You can now return to the CORES menu and manage this FRN (e.g., Update your FRN information, etc.) and change your FRN password, etc.
- You can also manage other FRNs that are not yours (e.g., family members and anyone else who applies for an FRN using your CORES Username.
- You can request family members to permit you to associate their FRNs with your Username.

So, what happens if you don't have or can't remember your legacy FRN password?

Don't worry, in just a few steps, you'll get you an FRN password, so you can associate your FRN with your Username.



At this point we're going to take a slight detour to discuss Resetting your FRN password and Resetting your Personal Security Question (PSQ)

(1) **Reset your FRN password.**

Step 1 – Return to the CORES menu

Step 2 - Click on “**Reset FRN Password**” – A new screen will appear as shown on the next page:

Step 3 – Enter your FRN and click on “**Continue**” – You will see a new screen:

Step 4 – Answer the Personal Security Question and click on “**Continue**”. A new screen will appear that requires you to provide required information including a new password and personal security question. When you are done, click on “**Submit**”.

Now you can go back to the CORES menu and associate your CORES user name to an FRN.

NOTE: It's possible that there is no Personal Security Question (PSQ) associated with your FRN account. It's also possible that you can't remember the answer to a custom PSQ question. That means you must create one before you can apply for an FRN password.

(2) **Create or Reset your PSQ**

Step 1 – Click on “**Reset your PSQ**” shown in the image above. You will be taken to a new screen on which you can create a new PSQ.

Step 2 - After completing the form, click on “**Submit**” – You'll receive a confirmation notice that looks something like this:

- Now you wait for an e-mail from the FCC support staff.

You can track your support request by going here:

https://fccprod.service-now.com/auls?id=esupport_case_state_check.

Enter your tracking number and click on “**Submit**” - You’ll see an ‘*informative*’ pop-up message regarding your request.

Step 3 – Once your PSQ reset request has been approved, log into CORES and at the CORES menu and click on “**Reset FRN Password**”. You can now reset your password.

Please enter your 10-digit FCC Registration Number (FRN):

FRN	
FRN:	<input type="text"/>
<input type="button" value="CONTINUE"/>	

If you forgot your FRN, you can use the [search tool](#) to find it.

At the next screen, enter the answer to your new PSQ:

Please provide the answer to your Personal Security Question:

Personal Security Question Answer	
Personal Security Question:	Mother's maiden name
Personal Security Question Answer:	<input type="text"/>
<input type="button" value="CONTINUE"/>	

[Reset your PSQ](#) if you can't remember the answer.

Enter the answer and click on “Continue” to see the following page:

FRN Password Reset

[Return to FCC Registration Home](#)

Your Personal Security Question Answer has been successfully validated.

Please enter your new Password:

New CORES Password	
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="CONTINUE"/>	

Passwords must be a minimum of six characters with a combination of at least three different types of characters: numeric, upper case letters, lower cases letters, and special characters (e.g. @ # % *).

[Frequently Asked Questions about Passwords](#)

NOTE: This is for the purpose of changing your **FRN password** and **NOT** your CORES password as indicated in the image above.

Enter and confirm your new FRN password

Click on “**Continue**” to see the next screen shown below:

FRN Password Reset Confirmation

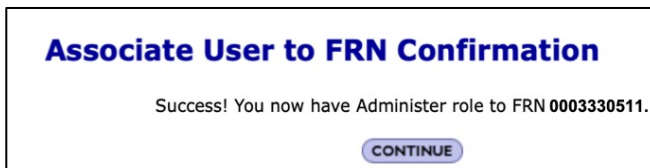
The Password associated with FRN **0028032076** has been successfully updated.
You should now have full control over your account, including the ability to update your registration information using the [CORES Public Interface](#).

Click on “**CORES Public Interface**” to be returned to the CORES Menu.

Select one of the following:

- [Associate Username to FRN](#) Link your registered username to an existing FRN.
- [Manage Existing FRNs](#) View and perform additional actions upon your registered FRNs.
- [Register New FRN](#) Register and receive a new FRN (including Restricted Use Frn).
- [Reset FRN Password](#) Reset/update your FRN password.
- [Search for FRN](#) Search for public FRN information.
- [Update Username Profile](#) Update your username profile.

- Click on “**Associate Username to FRN**”
- Follow the prompts, provide the information requested and you’ll see the following screen:



c. There are some important things to remember about associating FRNs to your Username.

- FRNs issued via the legacy CORES procedures are not automatically associated/linked to a Username.
- FRNs assigned to a license as a result of the applicant providing a Social Security Number are not automatically associated/linked to a Username.
- You must associate/link your FRNs to your Username if you want to be able to manage your FRNs.
- FRNs received via the new CORES procedures are automatically associated/linked to the Username used to apply for the FRN.
- You can also request to associate/link someone else’s FRN(s) to your Username.
 - Only an FRN Administrator can approve such a request.
 - Normally the person to whom the FRN was issued is the FRN Administrator.
 - Spouses can associate/link their FRNs to a single shared Username/Password which may be more convenient.
 - This can be convenient for families with multiple licensees including young children. Parents can manage their children’s FRNs using a single Username/Password.
- When you apply for a new FRN using the new CORES procedures, your CORES password can be used to log into License Manager in the ULS.
- When you associate/link your legacy FRN to your new CORES username, your CORES password will automatically become your FRN password to be used to log into the License Manager in the ULS.
 - Your old FRN password, if you had one, **will no longer work** in License Manager. Y

- From the CORES menu you can change your FRN password for enhanced security.

6. Associate/link someone else's FRN to your CORES Username.

- Use the same process described above to associate your FRN to your CORES Username.
- Since it's not likely that you know their FRN password – the exception might be for your family members – Select “No” as shown in the image below.

Are you entering the password for FRN 0003330511?

Yes. Here is the password:*

No. Send a request to the FRN Administrator for association approval

[Forgot FRN Password](#)

* indicates required field if the "Yes" option is selected.

- Click on “Submit”
- You will receive the following notification:

Associate User to FRN -- Confirmation

Your request to associate FRN 0003330511 has been sent to the Administrator for approval. A notification email will be sent to you when the Administrator approves or rejects your request. You can also check the status in the 'FRN Association Requests' tab on the Manage FRNs page in CORES.

- The FRN Administrator of the requested FRN will receive an e-mail from FCCRegistration@fcc.gov similar to the one shown on the following page.

Dear CORES User,

aa3rr@gmail.com has submitted [sic] a request to associate with your FRN (0003330511). Please Login to FCC CORES web site to evaluate this request at your earliest convenience.

Thank you,

FCC CORES Registration Team

**** Please do not reply to this email ****

- If someone submits a request to associate/link your FRN to their Username (aa3rr@gmail.com in the example below), you will receive a similar notification.

The rest of this document will address managing your FRN(s)

4. Managing your FRN(s)

- a. Log into CORES using your CORES Username and Password – You'll see the CORES menu.

b. From the CORES menu, click on “**Manage Existing FRNS**” – You will see a list of FRNs associated with your Username that you can manage as shown in the screen below.

The screenshot shows the 'Manage FRNs' page with a navigation bar containing 'Administer', 'Manage', 'View', and 'FRN Association Requests'. A sidebar on the left has 'Manage FRNs' and 'View FRN Financial Info'. The main content area shows a table with 5 entries. The table has columns: FRN, FRN Name, Date Created, Last Update, and User Options. The data is as follows:

FRN	FRN Name	Date Created	Last Update	User Options
0002732261	Robert Rose	11/03/2018	11/03/2018	Update/View FRN List Users
0028011591	Robert Rose	11/15/2018	11/15/2018	Update/View FRN List Users Remove my Access
0028016616	Robert Rose	11/16/2018	11/16/2018	Update/View FRN List Users
0028030914	Brenda Diamond-Rose	11/23/2018	11/23/2018	Update/View FRN List Users
0028032076	Robert Rose	11/24/2018	11/24/2018	Update/View FRN List Users

Showing 1 to 5 of 5 entries

- All of the FRNs listed above are associated with AA3RR’s CORES Username.
- Four of the FRNs have the same FRN Name which is the name on the FRN application.
- The FRN for Brenda Diamond-Rose was applied for using AA3RR’s CORES Username which is why it is associated with AA3RR’s CORES Username.
- From this screen you can do the following:
 - View and Approve or Reject FRN association requests.
 - Update/View FRN information
 - List users to an FRN.
 - Add users to an FRN
 - Assign permission levels to other Usernames who have requested to associate their Username to your FRN.
 - Delete your access to an FRN that is not yours.

(1) Click on the tab labeled “**FRN Association Requests**” and you will see any pending requests as shown below.

The screenshot shows the 'Manage FRNs' page with the 'FRN Association Requests' tab selected. The table displays pending requests with columns: FRN Name, Username, Date Requested, and Action. The data is as follows:

FRN Name	Username	Date Requested	Action
Robert Rose	voodooowoman@gmail.com	11/19/2018	Approve/Reject
Brenda Diamond-Rose	aa3rr@cableone.net	11/25/2018	Remove FRN Association Request

As you can see there are two pending requests.

- The first request is to associate an FRN issued to Robert Rose to CORES Username (voodooowoman@gmail.net)
- The second is showing a pending request from Username aa3rr@cableone.net to associate an FRN issued to Brenda Diamond-Rose.

Looking at the second request, if both requestors take no action, they will sit there until the end of time.

- The FRN Administrator for Username “aa3rr@cableone.net” can remove their request by clicking on “**Remove FRN Association Request**”. This will generate a couple of notifications.
 - Confirms the request was removed

- Notifies the FRN Administrator of Brenda’s FRN know that aa3rr has removed their request.

Let’s discuss the request from “voodooowoman”.

- If you know who “voodooowoman” is, then you can proceed with your decision making.
- If you’re not sure who “voodooowoman” is, then perhaps you should either reject the request or try to find out who that person is by sending them an e-mail and then making an informed decision on how to proceed.
- Click on “**Approve/Reject**” – You’ll see the following screen

Approve Username/FRN Association	
FRN:	0028016616
Username:	aa3rr@verizon.net
Status: *	<input type="text"/>
Permission Level: *	<input type="text"/>
Manage Financial Info Permission:	<input checked="" type="radio"/> No <input type="radio"/> Yes By selecting "Yes", I certify that Username aa3rr@verizon.net has the authority to manage the FRN 0028016616's financial information. This permission will also allow this Username to access the following systems with the FRN: <ul style="list-style-type: none"> • Red Light Display • Fee Filer
Comment:	<input type="text" value="I am the registered owner of this FRN"/>
<input type="button" value="SUBMIT"/> Cancel * indicates required field.	

Click on the dialog box across from “Status” and you will see two available options:

Approve Username/FRN Association	
FRN:	0028016616
Username:	aa3rr@verizon.net
Status: *	<input type="text"/> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject </div>
Permission Level: *	<input type="text"/>
Manage Financial Info Permission:	<input checked="" type="radio"/> No <input type="radio"/> Yes By selecting "Yes", I certify that Username aa3rr@verizon.net has the authority to manage the FRN 0028016616's financial information. This permission will also allow this Username to access the following systems with the FRN: <ul style="list-style-type: none"> • Red Light Display • Fee Filer
Comment:	<input type="text" value="I am the registered owner of this FRN"/>
<input type="button" value="SUBMIT"/> Cancel * indicates required field.	

If you select “Reject” the only things left to do are:

- Ignore the “Permission Level”.
- Ignore the “Manage Financial Info Permission”.
- Click on “**Submit**”.
- An e-mail will be sent to the requestor informing them that you rejected their request.

If you select “Approve” You have some options as shown on the next page:

If you select “Approve” the only things left to do are:

- Set the “Permission Level” – see the description of “Permission Levels” below.
- Ignore the “Manage Financial Info Permission”.
- Click on “**Submit**”.
- An e-mail will be sent to the requestor informing them that you approved their request.

Permission Levels

Detail of Permission Level	
Permission	Description
Administer	<ul style="list-style-type: none"> • Manage Users Associated to the FRN • Update FRN Registration Information
Manage	<ul style="list-style-type: none"> • View Users Associated to the FRN • Update FRN Registration Information
View	<ul style="list-style-type: none"> • View Users Associated to the FRN • View FRN Registration Information

- “Administer” is the highest Permission Level and “View” is the lowest.
- Choose wisely.

(2) If you click on “Update/View FRN” you will see the screen shown on the following page.

FRN	FRN Name	Date Created	Last Update	User Options
0002732261	Robert Rose	11/03/2018	11/03/2018	Update/View FRN List Users
0028011591	Robert Rose	11/15/2018	11/15/2018	Update/View FRN List Users Remove my Access
0028016616	Robert Rose	11/16/2018	11/16/2018	Update/View FRN List Users
0028030914	Brenda Diamond-Rose	11/23/2018	11/23/2018	Update/View FRN List Users
0028032076	Robert Rose	11/24/2018	11/24/2018	Update/View FRN List Users

Update FRN Registration

You registered FRN **0028011591** on **Nov 15 2018 1:37AM**.
Your registration information was last updated on **Nov 17 2018 6:34PM**.

Update a Domestic Individual

Salutation: Robert
 Middle Initial: Rose
 Suffix:
 SSN:

Please enter a New SSN and Confirm New SSN if you wish to update your FRNs Social Security Number or Taxpayer Identification Number. You may only use this form to correct an error in the FRN. This form CANNOT be used to notify the FCC of changes in the ownership of spectrum license. Changes in ownership of spectrum licenses must be filed with the appropriate FCC Bureau responsible for the particular license.

New SSN: Confirm New SSN:

Contact Information

Same as Above:

Organization: Position:

Salutation: First Name: *
 Middle Initial: Last Name: *
 Suffix:

Address Line 1: * Address Line 2:
 City: * State: *
 Zip Code: * Phone: ext.
 Fax: Email: *

Asterisks (*) indicate required fields.

- You can update your FRN information
- Click on **“Submit”** when done.

(3) List Users – This link will display all of the users associated with an FRN. The image below shows the following:

- The role of the FRN Administrators associated with the various user associated with FRN 0028011591. Their Permission Levels can be changed by clicking on the links below “Action”.

Users associated with FRN **0028011591**

Show entries

Username	Name	Role	Action
aa3rr@aol.com	Robert Rose	Administer	Administer
aa3rr@cableone.net	Robert Rose	Administer	Administer
aa3rr@verizon.net	Robert Rose	Administer	Administer

Showing 1 to 3 of 3 entries

(4) Remove access to an FRN.

Manage FRNs

Show entries

FRN	FRN Name	Date Created	Last Update	User Options
0002732261	Robert Rose	11/03/2018	11/03/2018	Update/View FRN List Users
0028011591	Robert Rose	11/15/2018	11/15/2018	Update/View FRN List Users Remove my Access

- To remove access to an FRN for which you were granted association, click on “**Remove my Access**” and your CORES Username will no longer be associated with FRN 0028011591.

This concludes the “discussion” on associating and managing FRNs.