

## Instructions for Submitting Comments and Reply Comments to the FCC

Summary: Below are step by step instructions on how to submit an official comment and/or reply comment to the Federal Communications Commission (FCC). The comments/reply comments should be prepared as a document that can be attached. It is recommended the submitted document be a saved scanned pdf to protect the integrity of the document's properties. ***ALL information related to the filing and given to the FCC will be public once it is submitted including the filed document and all contact information provided.*** The current proceeding is:

“Notice of Proposed Rulemaking in the Matter of Universal Service Contribution Methodology WC Docket No. 06-122”

Comments are due by 11:59 pm EST on July 29, 2019

Reply Comments are due by 11:59 pm EST on August 26, 2019

### Submission Instructions:

Step 1) Proceed to the FCC's ECFS Electronic Filing Page  
<https://www.fcc.gov/ecfs/filings>

Step 2) Under the Proceeding(s) heading type the WC Docket No. for the NPRM in the box. The number to type in is 06-122

Step 3) The system should automatically recognize the No. and you will see the beginning part of the title of the proceeding as:  
“In the Matter of Universal Service Contribution Methodology”

Step 4) Begin to fill in the required contact information as indicated below. Some of the information is not required but all required sections must be filled in for a successful filing. The breakdown of information is:

#### **Name(s) of Filer(s)**

*This is the name of the organization submitting the comments or reply comments. This is how it will appear when the comments show up in public searches.*

#### **Law Firm(s)**

*Only fill this in if you used outside legal counsel to draft the comments or reply comments. Otherwise leave it blank. If you used your own*

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*internal legal counsel place that name in the box below. It is not required that an attorney draft or submit the materials.*

**Attorney/Author Name(s)**

*This should be the primary individual drafter or drafters of the document who could be contacted if there were questions. If internal legal counsel drafted the documents here than list the name in this box and not the one for a law firm.*

**Primary Contact Email**

*This could be the author or the prime contact for the organization on the issue. This person should be available to speak on the filing if there are questions.*

**Type of Filing**

*Go to the dropdown window and you will see comments and reply comments at the very top of the list. Select the appropriate one. Comments if on or before July 29 or reply comments if after July 30 and by August 26.*

**File Number**

*Not required, leave blank*

**Report Number**

*Not required, Leave blank*

**Bureau I.D. Number**

*Not required, leave blank*

**Address of**

*Go to the dropdown window and select the appropriate address you will be entering which in most cases will probably be the filer, but you should make that determination. The three choices are filer, author, and law firm.*

**Address International**

*You can skip this one*

**Address 2**

*Fill in Street Address*

**City**

*Fill in City*

**State**

*Fill in state*

**Zip Code**

*Fill in zip code*

**Upload Documents**

*Click on the icon to drop in your comments/reply comments as an attachment. It will take you right into your computer files and you can select the document to be submitted. NSBA recommends you submit your document as a scanned pdf. This prevents any users from accessing the document's properties to see changes and edits in the documents. Prior to filing, send the hardcopy of the document through a scanner as an email and then rename the pdf document you are going to submit so it is easily recognizable when it is filed. For example:*

*NSBA Comments Opposing USF Cap*

**Check the email confirmation box**

*This will give you email confirmation the filing was officially submitted to the FCC.*

Step 5) Go to the review screen

*At the bottom of the page once everything that is required is filled in click the box to go the review screen*

Step 6) Submit the comments/reply comments after review is complete

When you go to the review page confirm everything is correct and submit it. If there is a required correction follow the instructions to edit them. It may require you to resubmit some of the other information. Once you satisfied everything is correct on the review

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page, follow the directions to submit it and wait until you get a confirmation page that it has been successfully submitted. Do not hit backspace or any other key until you get that message. Once it is confirmed, you should print that page off for your records. If you listed an email for confirmation you should also receive a confirmation email. You can also copy and paste the web page address as an additional confirmation.