

Create an FCC CORES Account

The ARRL VEC provides instructions on how to create an account in the FCC's new Commission REgistration System (CORES).

The FCC retired the legacy version of CORES on July 15, 2022, and they have been urging all users to transition to the updated CORES to take advantage of its enhanced security and functionality.

Individual licensees and club station licenses (see www.arrl.org/club-call-signs) that do not already have an FCC CORES username account must create a new account linked to the license's FCC Registration Number (FRN). The account is mandatory for all who submit certain amateur-related applications.

As of April 2022, the FCC charges a \$35 fee for new, renewal, and modification applications that request a vanity call sign (see www.arrl.org/vanity-call-signs). The fee is charged once per application. Administrative updates, such as a change of name, change of mailing or email address, modification applications to upgrade a licensee's operator class or to request a sequentially issued call sign, and clubs requesting a trustee change are exempt from fees.

For a short time, the FCC allowed applicants to pay via mail. The FCC will not accept paper payments after October 11, 2023 (90 days after the announcement's publication in the *Federal Register* on July 13, 2023). Going forward, applicants will need to use the new CORES system to pay application fees online.

Setting Up Your New FCC CORES Username Account

If you haven't already created a CORES account, you must register a username (an email address) and a password. Visit the FCC CORES web page at <https://apps.fcc.gov/cores/userLogin.do> to set up your account. If you don't know the FRN, you may search for it on that web page. You will need the FRN for the next step. Club station licenses must also have a CORES username account with a unique username (a valid club email address) and password. Follow steps 2 – 6 in "How to Renew Your License Online" in the October 2023 issue of *QST* to finish setting up a new FCC CORES account (see Figure 1).

How to Renew Your License Online

The ARRL VEC provides instructions on how to file an amateur radio license renewal application and make a payment via the FCC's new Commission REgistration System (CORES).

Before you renew your license, you will need to create a new FCC CORES username account, and then link your FCC Registration Number (FRN) to your new account. As of April 2022, the FCC charges a \$35 fee to renew amateur radio licenses. You must create the new account to pay the fee. Follow the steps below to create a new CORES account, and then after you complete the license renewal application, the License Manager system will automatically direct you to the CORES system. Log in and pay the fee.

Setting Up Your New FCC CORES Username Account

1 If you haven't already created a CORES account, you must register a username (your email address) and a password (see [a] and [b]). Visit the FCC CORES web page at <https://apps.fcc.gov/cores/userLogin.do> to set up your account. If you don't know your FRN, you may search for it on that web page (see [c]). You will need your FRN for the next step.



2 Log in to your new account and click the first option, ASSOCIATE USERNAME TO FRN.



3 Enter your FRN and comment. An example of a comment is "Associating FRN" (see [d]).



4 Click CONTINUE.

5 If you know the password for your FRN, enter it now. This password will likely be different from the one used for your username account. If you do not know your FRN password, click the CONTACT TECH SUPPORT link, which is next to the FORGOT YOUR PASSWORD? option and underneath the SUBMIT button. Please do not try more than twice, as you will be locked out of your account after repeated failed attempts. You can also call the FCC at 877-480-3201 to have them reset your password for you.

62 October 2023 QST www.arrl.org

Figure 1 — A screenshot showing the first page of the ARRL VEC's article "How to Renew Your License Online," featured in the October 2023 issue of *QST*. Refer to this article for step-by-step instructions on setting up your CORES account.

To renew a license, update a license, add an email address or phone number to a license record, or apply for a call sign change, individuals may file online using the FCC License Manager System at <https://wireless2.fcc.gov/UISEntry/licManager/login.jsp> with their FRN and password.

All club license transactions (except for new vanity call sign requests) must be handled by completing and submitting a 605-C club form to an FCC-approved Club Station Call Sign Administrator (CSCSA). The ARRL VEC is a CSCSA and can process club license

requests. Clubs must file vanity call sign requests online using the FCC's License Manager System with the club's FRN and password.

After an application is processed, the license holder will receive an email from the FCC with a link to the official license, or in rare instances, an explanation for why the application was dismissed or denied. The license link will be valid for 30 days. Print out the license or download the PDF of the license.

Before applying for a vanity call sign, contact the FCC licensing customer support number at 877-480-3201 to check a call sign's validity and availability. Even if a call sign does not appear in the FCC database at <https://www.fcc.gov/ULS>, it may not be available for assignment. The FCC stated that the fee for applications that have been processed and dismissed is not refundable; this includes vanity requests in which the applicant does not receive the requested call sign.

Additional FCC Universal Licensing System registration and payment instructions are located on the FCC Registration Help web page at <https://apps.fcc.gov/cores/publicHome.do?help=true&csrfToken>.

Visit the ARRL FCC Application Fee web page at www.arrl.org/fcc-application-fee for more information about the \$35 application fee.

Visit the ARRL Vanity Call Signs web page at www.arrl.org/vanity-call-signs for detailed information about vanity call signs.

Visit the ARRL Club Call Signs web page at www.arrl.org/club-call-signs for club station license instructions.

For assistance, call the FCC at 877-480-3201 on Monday – Friday at 8:00 AM – 6:00 PM ET. Submit a help request or reset your password on the FCC's Wireless Licensing Help Center web page at www.fcc.gov/wtbhelp.