

Please make sure you've read the [How do I file](#) page before continuing.

Proceeding

Most people only need to file into one [Proceeding](#). However you may submit a comment into multiple proceedings. To do so, click on the "Add Another Proceeding" link and enter the proceeding name. You may enter as many proceedings you wish. You can also remove unwanted proceedings.

Contact Info

- **Name of Filer:** This is the name of the entity submitting the filing. If you are filing on behalf of an organization, put the organization name. Only use your name if these are your personal comments.
- **Law Firm:** This field is required if your company is represented by counsel for this specific matter.
- **Attorney/Author:** If this is an organizational filing you may (but are not required to) use this field to identify the author of the filing.

Details

- **Ex Parte Presentation:** Click this check box only if this is an Ex Parte Presentation. For more information on exparte presentations, please see the [FCC's ex parte rules site](#).
- **Type of Filing:** The filing type will default as "Notice of Ex Parte" if you click the check box for Ex Parte Presentation above. Otherwise, make your selection.
- **File Number:** This field can usually be left blank. On occasion, the Public Notice will request that specific file number be included with comments on a particular issue to better aid in classifying the replies. Only enter a file number if there was one provided in the Public Notice.

Address

The address field is required so that the FCC can contact you if there is any follow-up required. There are two rows of buttons to choose from before entering your address information.

- **Address For:** The default choice of "Filer" lets us know that the address you are providing is for the entity you put in the "Name of Filer" field. If you'd prefer to give the address of the law firm or author, you can choose the corresponding button.
- **Address Type:** Clicking "International Address" will replace the standard US address fields with a free-form text box.

Documents

Make sure you have read the [document help](#) section to understand what files ECFS will accept.

- **File Name:** Click the browse button to select the file to attach.
- **Custom Description:** If you want to customize the text that is displayed on links to this document, you can use this field to do so. If you leave it blank, ECFS will use a default description.
- **Add Another Attachment:** The upload form allows you to attach multiple documents. Each time you click this link, another set of "File Name" and "Custom Description" fields will appear. If you inadvertently add the wrong document or attach documents out of order, you will have a chance later to fix the problem.

Note: If JavaScript is disabled in your browser, you will only be able to add one document at a time to the form.

Continue

Once you have filled out the form, you can click the "Continue" button to go to the [Review & Confirmation page](#).