How to File E-rate NPRM Comments with the FCC

Comments should:

- Include your organization's name and date on each page.
- Use a table of contents, regardless of the length of the submission.
- Track the organization set forth in the NPRM in order to facilitate or internal review process (i.e., refer to paragraph numbers from the NPRM).
- Begin with a short and concise summary of your argument.
- Be submitted in .PDF format.
- Have the first page generally look like this:

Before the
Federal Communications Commission
Washington, D.C. 20554

In the Matter of	)	
Modernizing the E-rate	)	WC Docket No. 13-184
Program for Schools and Libraries	)	

COMMENTS BY [name of school or library]
RELATED TO THE E-RATE 2.0 NOTICE OF PROPOSED RULEMAKING
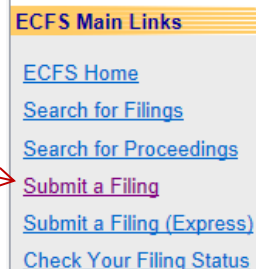
... Paragraph describing your school or library

... Paragraph summarizing your position

... Text of your comments (referring to paragraph numbers used in the NPRM)

To submit your comments, go to:

http://apps.fcc.gov/ecfs/upload/display?z=xj9g5.

Click 'Submit a Filing' at the top left under ECFS Main Links. That will take you to the page shown below.

ECFS Main Links

ECFS Home
Search for Filings
Search for Proceedings
Submit a Filing
Submit a Filing (Express)
Check Your Filing Status

http://www.e-ratepa.org

FCC 'Submit a Filing' Page

Below you will find a screenshot of the FCC Filing Cover Page. Included are notes to show exactly which fields must be completed (the rest may be left blank) and what information must be provided.

Submit a Filing

Proceeding

* Proceeding Number: ? [_____] ← Enter **'13-184'**

Add Another Proceeding...

Contact Info

* Name of Filer: ? [_____] ← Name of School or Library

Lawfirm Name (required if represented by counsel): ? [_____]

Attorney/Author Name: ? [_____] ← Name of Person Submitting

Email Address: [_____] ← E-mail Address

Details

Exparte Presentation ☐

Type of Filing: [COMMENT ▾] ← Select 'Comment' or 'Reply Comment', as appropriate.

File Number: [_____]

Report Number: [_____]

Bureau Identification Number: [_____]

Address

Address For: ⦿ Filer ○ Law Firm ○ Author

Address Type: ⦿ US Address ○ International Address

* Address Line 1: [_____]

Address Line 2: [_____] ← School or Library's Mailing Address

* City: [_____]

* State: [_____ ▾]

* Zip: [____]

+4: [____]

Document(s)

File Name: [_____] (Browse...) Custom Description: [_____] ← Click 'Browse' to find the name of the .PDF file you wish to upload.

Add Another Attachment...

(Continue) (Reset)

Next, click 'Continue' at the bottom of the page. A confirmation page will appear at which time you must click 'Confirm' to actually submit your filing.

Please review and confirm your submission information

- **Modify your Submission**
- **Confirm**

http://www.e-ratepa.org