

## LICENSE LINK USER INSTRUCTIONS

WIA recommends using Google Chrome or Microsoft IE version 8 or later.

Welcome to WIA's License Link. You have been assigned account number 1234567-0001. If I can be of any assistance, please feel free to call me at 703-535-7502. Thanks for selecting WIA.

To access the system;

- \* Go to WIA's website at [www.wia.org](http://www.wia.org).
- \* Place your cursor on the "Frequency Coordination Services" tab – you will see a drop down menu.
- \* Click the "License\*Link On Line" option.
- \* You will be prompted to enter your "User Name" and your "Password".
- \* Click the "Log in Here" link in the box containing the words "Ready to Launch License\*Link?"
- \* Select "Manage Applications" from the menu box on the right side of the page
- \* To create a new application, click the "New" button.
- \* You can select any part of the FCC Form 601 from the menu that should appear now

### Form601: Application

Application Loaded!

Welcome to the new F601 Application.

Use the buttons on the right to select a specific section of your Application.

Main Menu

Begin with supplement

Supplemental

Main Form

Schedule D

Schedule H

Schedule A

- \* If at any point while creating an application you decide it is complete and you want to submit the application to WIA.
  - Select "Verify" to perform the edit check and/or "Save and Exit" and you should again see the previous menu.
  - Click the "Cancel" button and you will see the Main Menu again.
  - Select "Manage Applications" and you will see the application listed by the "reference number that you assigned to it.
  - Select the application using the radial button on the right and click the "Export Application to WIA" button.

## List of Applications

Users can access their old F600 applications [here](#).

<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Export Application to PCIA"/>	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>
					<input type="button" value="Convert to Template"/>

View:  Show Individual Applications  Show Company Applications

Search:

Select the links below to choose how you would like to see your applications sorted.

<a href="#">Reference #</a>	<a href="#">WIA Cntrl</a>	<a href="#">Customer Legal Name</a>	<a href="#">Status</a>
123456		test company	Received by WIA 5/8/2008 5:19:13 PM <input type="radio"/>
0000		ALARM & SIGNAL COMPANY	Received by WIA 6/26/2006 6:38:41 PM <input type="radio"/>

### License Link Form 601 Instructions

#### Supplemental Form

- The Customer Reference Number is any number you select to assist in identifying your individual applications.
- Please enter the applicant's or the application preparer's information.
- Please respond to Item 1 and any other items that are pertinent to your application.

#### Main Form

- Item 1 – "IG" for Industrial Business applications below 800 MHz. For questions regarding other codes, please call us or consult the FCC website at [www.fcc.gov](http://www.fcc.gov).
- Item 2 – select the purpose for filing this application that applies.
- Item 3a and 3b – for most applications these will be "N" and "N".
- Item 4 – enter the FCC file number of the existing FCC application if you are amending the existing application.
- Item 5 – enter the call sign of the existing FCC license if you are modifying the existing call sign.
- Item 8 – change to "Y" if you plan to submit an attachment.
- Items 9 – "Y" if the applicant is a Governmental entity
- Item 10 - "Y" if the applicant is a Governmental entity or CMRS provider or a not-for profit entity and provides IRS tax-exempt documentation for confirmation.

- Item 13 - this is a mandatory item. If the applicant does not have an FCC Registration Number (FRN), we recommend that you register the applicant for an FRN at <https://gullfoss2.fcc.gov/cores>.
- Item 14 - select the description that applies.
- Item 16 - for use if Individual is selected in Item 11, otherwise go to Item 13.
- Item 17 - if other than an individual.
- Item 18 - the name of an individual the FCC can contact if the need arises.
- Item 19 - for a P.O. Box, otherwise go to Main Form Item 18 for a street address.
- Items 20, 21, 22, 23, 24, 25 and 26 (if an e-mail address is available).
- Items 30 through 40 (this email address is a mandatory item).
- Items 41 – Common Carriers are for profit, public and interconnected (Item 43 = Y). Non-Common Carriers are for profit and public but not interconnected.
- Items 42 – Select “Mobile” for Land Mobile Radio Service.
- Items 43 – “Y” if the applicant’s radios are connected to the public telephone system.
- Items 44 through 51 – Y or N.
- Items 56 through 58 - These items should contain the name and title of the applicant or an individual employed by the applicant who is responsible for the radios.

**Schedule D** You will need one for each different Location Description in Item 3. Applications to modify an existing call sign should complete the items that will be modified.

- Items 1 and 2 (use numbers only)
- Item 3 - "FX" for base stations, relays, or repeaters, "MO" for mobiles, "TF" for Temporary Fixed or "6.1" for control stations.
- Items 7, and 8 - obtained using a GPS locator or from the local government surveyor office

If Item 3 is “FX”, complete the following

- Items 6 (if known), 9, 10, 11, 12, 13, 14, 15, 16 and 26 or

If Item 3 is "MO" or "TF", complete the following

- Items 4 (use "A" to show units operating around the FX station and complete items 17, 18 and 26: or use "P" to show units operating around a point) and complete items 7, 8, 9, 10, 11, 12, 18, 23, and 26.

If Item 3 is "6.1", complete the following

- Items 4 (use "X" to show units operating with the FX station), 11, 12, 23, and 26.

### **Schedule H**

- Item 1 - "90.35" if Industrial Business or “90.20" if Public Safety.
- Item 2 - briefly describe your business and your businesses use of the radios.

Applications to modify an existing call sign must respond to the following items only if the items are to be modified.

- Items 15, 16, 17 and 18 - provide a contact address (please do not use a P.O. Box number)
- Items 19, 20 and 21
- Items 22 and 23 for the FX station locations
- Items 28, 29 and 30
- Item 31 - list your desired frequencies (one per row) or WIA can assign them for you.
- Item 32 - should show the station class - FB = base station, FB2 = repeater, FB4 = community repeater, FB6 = private carrier repeater, FB8 = centralized (non-monitoring) trunked repeater, FX1 = control station, MO = mobiles.

- **Item 33 - provide the quantity of radios you have or expect to have within a twelve-month period.**
- **Item 35 - list the output power as provided on the product specification material.**
- **Item 36 - the applicant has to determine this information based on the system's power gain or loss at the transmitting antenna.**
- **Item 37 - this can be determined by reviewing the specification sheet for bandwidth information. If the specification material shows a 12.5 kHz bandwidth, voice transmission write 11K2F3E. There are a number of other emission designator types; these are the most often used. Note – Applications that indicate the use of 25 kHz bandwidth equipment are no longer accepted by the FCC.**

#### **To Create a Template**

- **Select “Manage Applications” from the Main Menu**
- **Select an application from your list**
- **Click the “Convert to Template” button**
  - **this switches you to “Manage Templates” and provides access to the new template**
- **Update the template as needed**

#### **To Create an Application from a Template**

- **Select “Manage Templates” from the Main Menu**
- **Select a template from your list**
- **Click the “Fill out application using template below” button**
  - **this switches you to “Manage Applications ” and provides access to the new application**
- **Update the application as needed**

**You can use a new License Link feature to populate most of the Main Form when you create a “modification” application.**

- **Select the “Manage Applications” option**
- **Select and click the “Import ULS Data to the Main Form” button**
- **Select either “MD” or “RM”**
- **Enter a call sign**
- **Click the “GETULS” button**
- **Complete the information pertaining to the parameters to be modified on Schedule D and/or Schedule H.**