Filing Instructions

Hello, and welcome to MyIBFS. By now you should have visited our "About New MyIBFS" link and created your MyIBFS account. Now you're ready to begin filling out our on-line forms.

If you plan to complete and submit a 312 EZ form, please follow the [Step-By Step Instructions for Filing a 312 EZ Form.](#)

If you plan to complete any other type of on-line application, please use the following steps to complete and submit it through MyIBFS.

Step-By-Step Instructions for Filing Applications (except 312 EZ Form)

1. **LOGIN TO YOUR ACCOUNT**.

From the MyIBFS Home Page, enter your MyIBFS Account ID number and password into the appropriate boxes and then click the "Submit" button. You will be presented with your Workspace, from where you can create, file, pay for, and otherwise manage your applications.

2. CHOOSE AND FILL OUT THE APPROPRIATE NON-312 EZ APPLICATION FORM.

Congratulations! You are now ready to begin filling out non-312 EZ application forms.

From your Workspace, click on the drop down menu under "Select New Application". Choose the non-312 EZ Form you wish to complete and press GO. You will then be taken to a screen where you need to submit the applicant's CORES FRN number and password. The system will pre-fill the admin information associated with the FRN number into the first section of your application. Proceed to the second section to continue filling out your application until completed. If you are completing an Assignment/Transfer of Control, you will need to enter the FRN and password of the Assignee and Transferee.

Some helpful hints that apply to all application forms:

> (a) **You may validate/SAVE your application and log out of IBFS and return to your application to make edits as many times as you like before filing. IBFS stores your draft applications and filed applications in your Account for you.**

> (b) **The first box of every form requires you to enter a description of the application to identify it on the main menu. The more descriptive you are, the easier it will be for you to identify it in your list of saved applications in your account. (This box is considered public information, so be careful NOT to enter any proprietary information here.)**

3. VALIDATE

In every application form, you will see a "Validate" button at the top and bottom of the application. The "Validate" button does 2 things: (1) insures that certain required fields contain data, and (2) it *__saves__* the work you've done. It is very important to validate throughout the filing process. If some information is missing in your application, the validation process will lead you directly to the error.

Remember to click the "Validate" button to ensure that your data is saved and that all required fields are entered.

4. FILE YOUR APPLICATION

After passing the validation step, press the "Menu" button at the top or bottom of the application form. This will take you to a screen that lists the application you have filled out. Click the radio button to the left of the application you wish to file.

Then scroll up or down the page and click the "File a Form" button. You will then see a confirmation window. Click "OK" if you are ready to file the application. Once it is filed, the status of the application will change to "Filed" and a Submission ID will appear under the description of the application. The Submission ID is your confirmation number; it is also the number we use to match your filing to your payment. When you submit your payment to Mellon Bank, you *must* ensure that the Submission ID is printed clearly in box 29(A) labeled "FCC Code 2" on the FCC Form 159.

Remember, you can only file one application at a time.

5. PRINT YOUR APPLICATION

You can print out your application and attachments by clicking on the PDF or HTML and Attachment links, respectively, associated with your application, and then clicking on the printer icon associated with the Adobe Acrobat application.

Keep the signed original in your files for future reference as we may ask you for this at a later date.

Please be patient; it takes a minute or so for Adobe Acrobat to prepare and display your application for print.

6. CREATE A FORM 159 FOR FEE FILING

To complete the __electronic fee filing process__, click on the "Form 159 Menu" button on the screen listing your filed applications. IBFS will list all of the applications in your account that have a "Filed" status. Click on the radio button next to one or more applications you wish to pay for on a single Form 159. (Refer to the Commission's Rules

regarding the filing of multiple applications on a single Form 159)   Next, click the "Continue" button. You will be presented with an "Electronic Form 159" screen. **Enter the Payer FRN and Password and press "Continue".** The "Payment Summary" screen" will open and you can choose to either view your Form 159, or pay electronically using a credit card.

View Form 159. To view the completed Form 159 for accuracy, press the "View 159 Form" button. Scroll down and confirm that the pre-filled application information is correct. Once you are satisfied with your Form 159, return to the Payment Summary screen, hitting the back button **_twice_** on the tool bar.

Pay by credit card. To pay by credit card, press the "Pay Now" button on the Payment Summary screen. Review the data already entered for accuracy. Then select the required card type, enter the card number and expiration date, and then press the "Continue" button. You will receive confirmation that your submission was successful. It is recommended that you print this screen together with a copy of the Form 159 and file them.

To complete the manual fee filing process, click on the "Form 159 Menu" button on the screen listing your filed applications. Then click on the radio button next to one or more applications you wish to pay for on a single Form 159. (Refer to the Commission's Rules regarding the filing of multiple applications on a singe Form 159)   Next, click the "Continue" button. You will be presented with an "Electronic Form 159" screen. **Enter the Payer FRN and Password and press "Continue".** The "Payment Summary" screen" will open. Choose "View Form 159."

View Form 159. Scroll down and confirm that the pre-filled application information is correct. Once you are satisfied with your Form 159, print out the Form 159, and MAIL IT and YOUR CHECK to the appropriate Mellon Bank lockbox address.

Do not send paper copies of your application, including attachments, with your fee payment and Form 159, since you have already filed it electronically.

Insure your submission ID is printed in Box 29A (FCC Code 2).

Regarding fees, §1.1114 of the rules sets out which applications require fees and which do not. Keep in mind, if you are FEE EXEMPT, you are not required to file form 159 after you file your application through IBFS.

If you are FEE EXEMPT, simply file your application – don't send anything to us. Make sure you've noted your exempt status in your application and explained how you meet the standard for exemptions set out in §1.1114

7. PRINT/MAIL CHECK

Use your browser's print function (usually, you will have a "print button" on your browser's button bar) to print out the Form 159. ***If you are paying by check***, attach your

check to your Form 159 and mail it to the address specified for your type of application in the International Satellite Services Fee Filing Guide.

8. WHAT IF I WANT TO FILE AN APPLICATION THAT'S ALREADY BEEN DRAFTED AND VALIDATED FROM WITHIN MY OLD IBFS ACCOUNT?

Convert old IBFS Account(s)

This step is required only if you need to file an application previously drafted and validated from within your old IBFS account.

Click on the "Convert Old IBFS Account" link from the MyIBFS home page. The following information is required: MyIBFS FRN, MyIBFS Password, old IBFS Account ID and old IBFS Account Password. You can associate multiple IBFS Account IDs to 1 FRN sequentially (one account at a time). An IBFS Account ID cannot be linked to more than 1 FRN.

To convert an old IBFS account, perform the following steps:

1.   Enter the destination MyIBFS FRN and MyIBFS Password in the fields provided.

2.   Enter the old IBFS Account ID and Password in the fields provided.

3.   Click on Link. Upon successful validation of all the information entered, IBFS shall create a link between the FRN and the old IBFS account(s).

4.   Click on Finished to return to the MyIBFS Home Page.

5.   Login to your MyIBFS Account.

6.   From your Workspace, click on the Other IBFS Filings Tab.

7.   Follow Steps 4 through 7 above.

8. CONGRATULATIONS!

You have successfully filed through MyIBFS. Give yourself a pat on the back, and then check your Workspace for the status of your application.