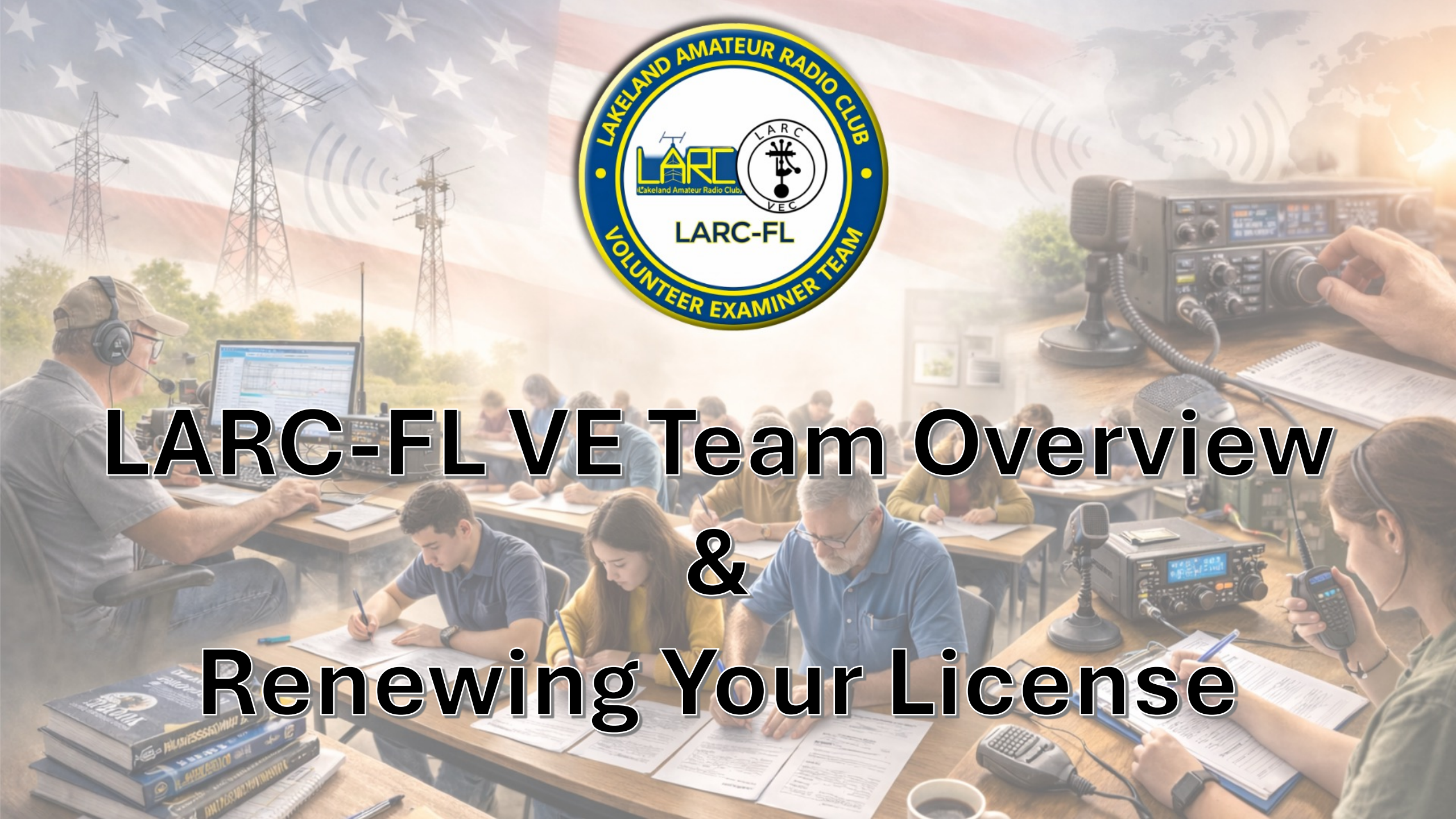


LARC-FL VE Team Overview
&
Renewing Your License

About us…

- Team Leader – Russ, N4RTD
- Deputy Team Leader – Cheryl, N4CAD
- Team members – 38 on the roster
  - Many of which are in this room and thank you for support!

A little history….

- In early 2023, Mike N6MRS approached Cheryl and myself for interest in leading the Volunteer Examiner Team.
- Rich and Peggy Kennedy had been running the team for many years and wanted to do some traveling.
- We took over the examinations for LARC-FL in May 2023.

What do we do ….

- We conduct exams at 5:30PM on the second Monday of each month, just before the LARC meeting.
- It takes a minimum of three Volunteer Examiners to conduct a session. (At times we have four or more)
  - Thanks to Dan W5DBH, Brook W4BDP, and Darrell KT4WX who have been our go to VE's, as well as those who have stepped in when we have needed it.
- We maintain the question pool exams and make changes when pool changes are communicated.
- We verify candidate identification, we oversee candidate exam sessions, process all paperwork, verify digital records, and then submit exam results to the Volunteer Examiner Coordinator, the Laurel VEC for review and final processing.

About Laurel VEC ....

- Although those on our team are also accredited by the ARRL VEC, we use The Laurel VEC as they have been administering FREE Amateur Radio License exams since 1984. The ARRL charges $15 to take an exam.
- The Laurel Volunteer Examiner Coordinator (VEC) is an FCC-authorized organization that oversees amateur radio license exams. It accredits Volunteer Examiners (VEs), coordinates exam sessions, and submits results to the FCC.
- With that in mind, our team accepts no monetary payments. If you get a new license, or need to renew your license, you need to pay the FCC.
- And that leads us into the second part of this presentation.

Any questions so far?

Renewing your FCC Amateur Radio, GMRS, or another FCC license

LAKELAND AMATEUR RADIO CLUB
LARC-FL
VOLUNTEER EXAMINER TEAM

In the past…

- Before the FCC started charging $35 to renew your amateur radio license, renewing your license was a simple procedure. In fact, you could even have done it by mail in the past.
- You could even have had our VE team process your form 605 renewal.
- The process these days is **not as simple**, and it is good to do your homework before your renewal is due.

And to top it off…

- The old “legacy” version of CORES was **retired on July 15, 2022**.
- So, if it’s been a while since you signed into your account at the FCC, you must **register in the new version of CORES and associate your username to your FRN**.
- Even if it is a while before your license expires, it would not hurt to already have your account setup for logging on, as well as associating your FRN with your new login.

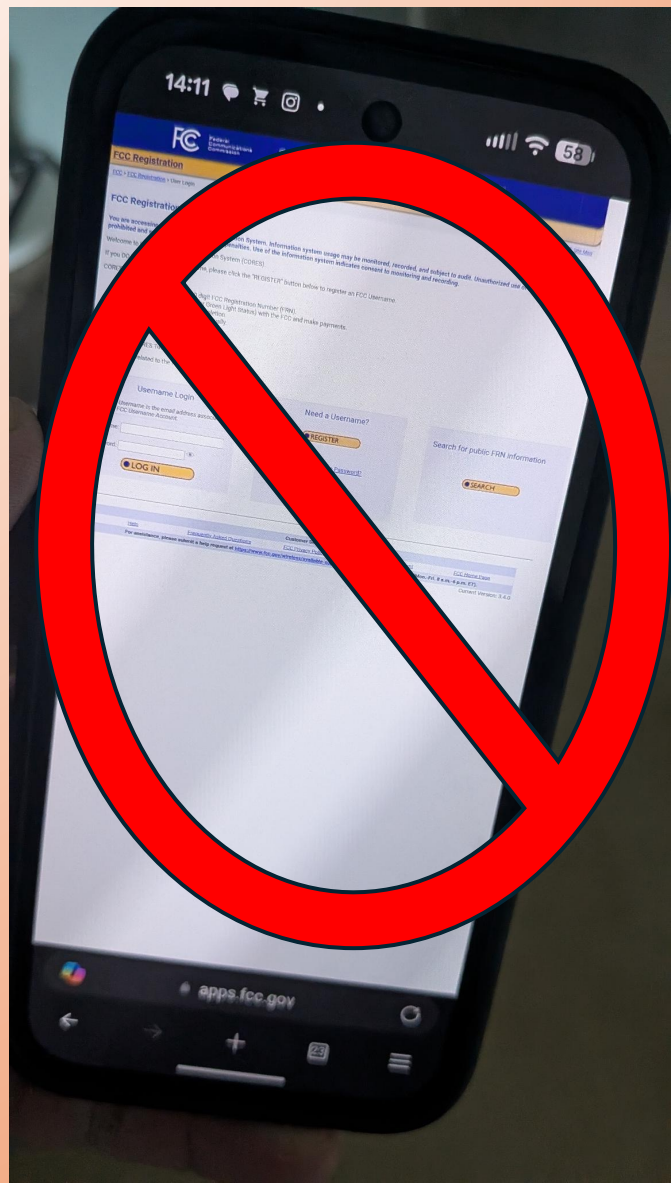
And most recently, … in the News Jan 20th

- The FCC adopted changes to its rules to require that every holder of an FCC Registration Number (FRN) **update their contact information** in the CORES system (**email and postal addresses**) **within ten business days of a change. This change was effective Jan 5, 2026.**
- Because every FCC licensee—including amateur radio operators—must have an FRN to file applications, **this requirement applies to all licensed amateurs**.
- FRN contact information is handled separately and apart from contact information related to a license in the License Manager System. Both records must be kept up-to-date, and each requires a separate update.
- The FCC has an Update FRN Information document online for this task.

Now, on to renewing your license

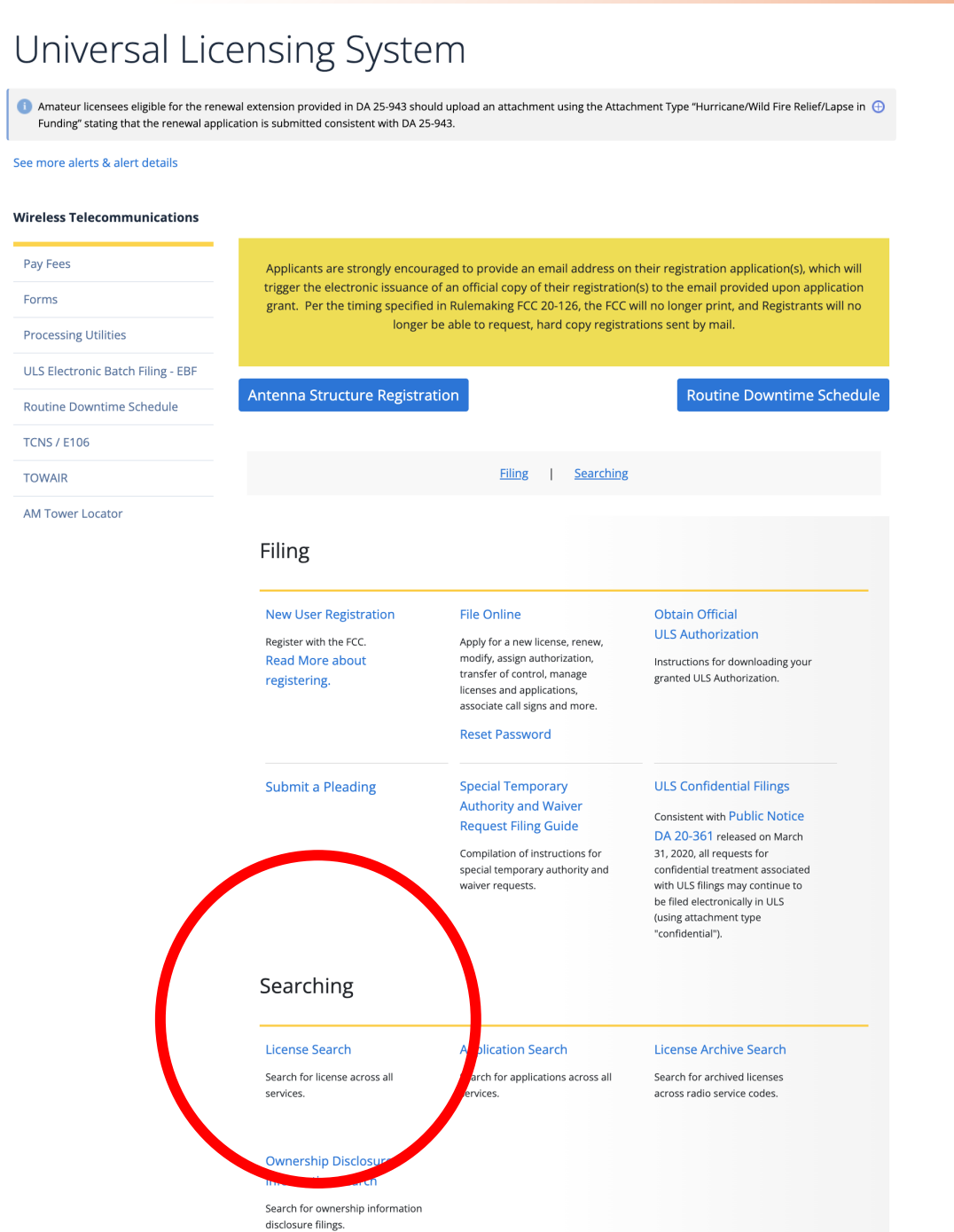
Before we get to the first step

- You will want to use a PC, Mac, or perhaps an iPad to go through this process.
- According to the FCC, the FCC licensing and payment **web sites were NOT designed for mobile use**. Though it is possible to navigate the site and submit a payment using a mobile device, it is **NOT RECOMMENDED**.
- Also, **use the "Go Back" link** if you need to return to the previous page. If you do not, you may end up having to log back into CORES.
- And, to renew your license, **it must be within 90 days of expiration**.



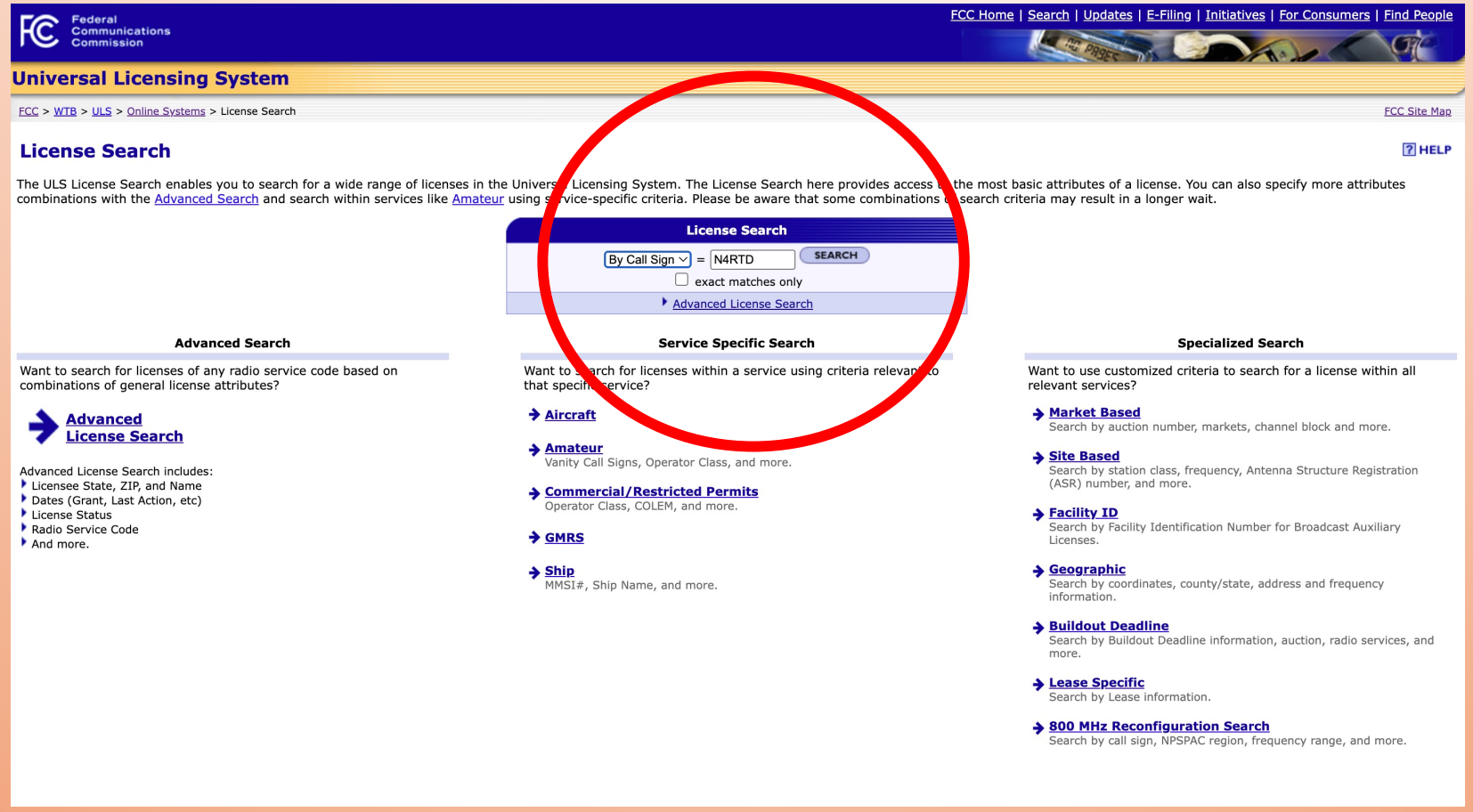
Your first step in the process

- Locate your FRN number (if you don't already have it handy)
- You need to know your FRN number. You can find it on the FCC Web site using their License Search option.
- This site can be found if you Google "FCC Universal Licensing System" or go to https://www.fcc.gov/wireless/universal-licensing-system
- When you get to this page, select the "License Search" option further down the page.



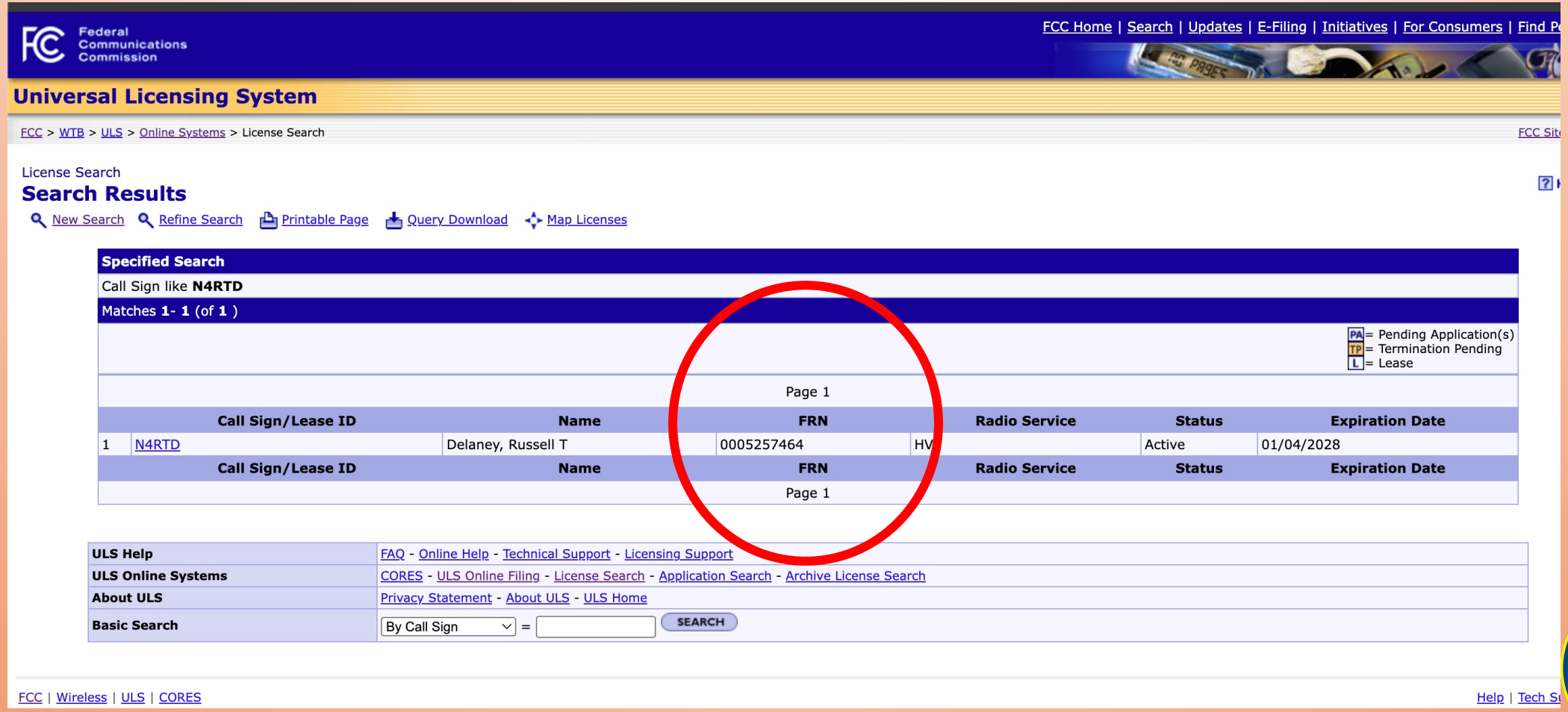
The Search Page

- Enter in your call sign to do a search for your license and FRN
- You can search by Call Sign, FRN, or even by your name



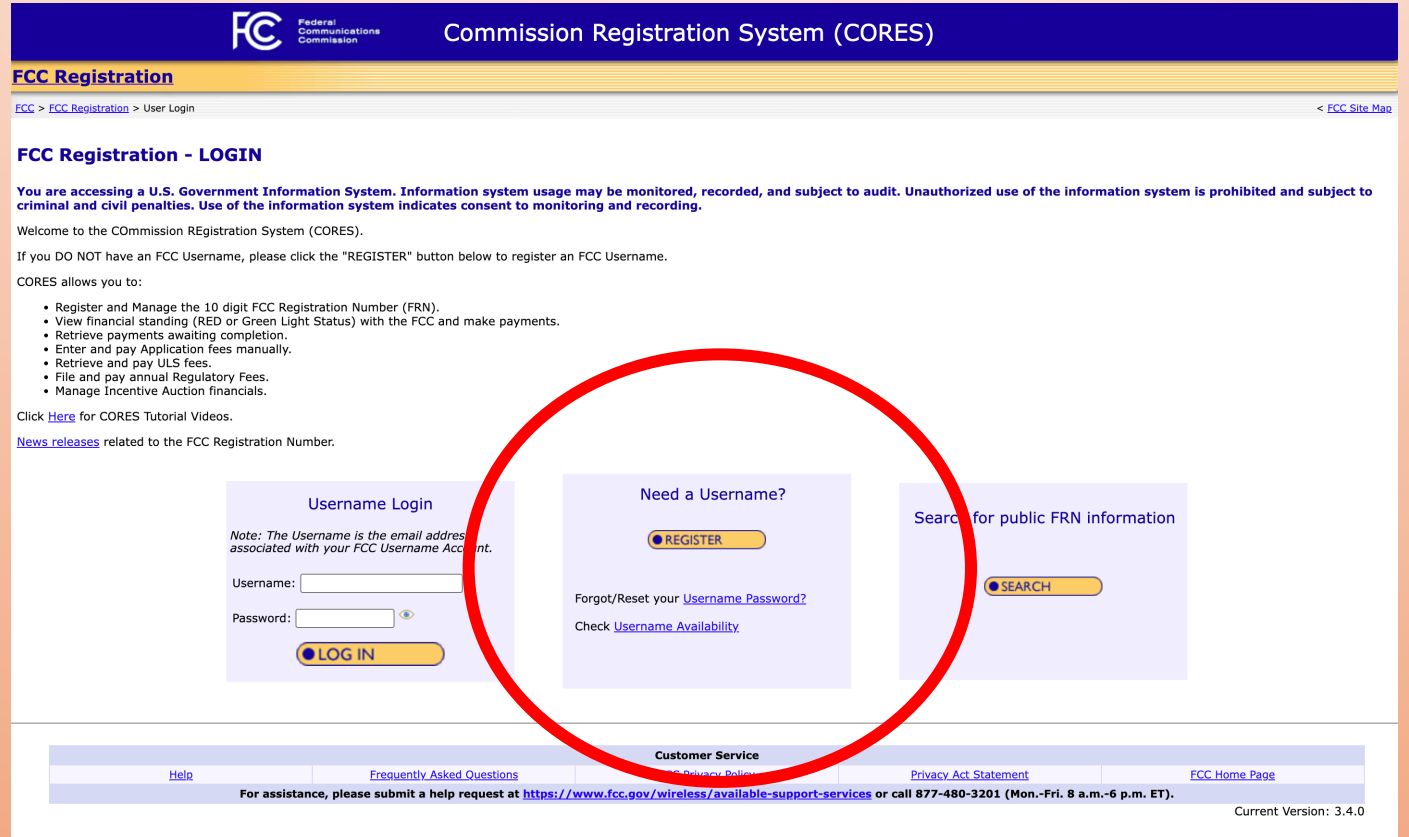
Search Page Results

- After you entered your search criteria and clicked on search, your results, with your FRN number will be displayed.



Your second step in the process

- Setup your account in the FCC **CO**mission **RE**gistration **S**ystem at https://apps.fcc.gov/cores/userLogin.do?
- **You can also simply Google "FCC Cores" and be taken to this page.**

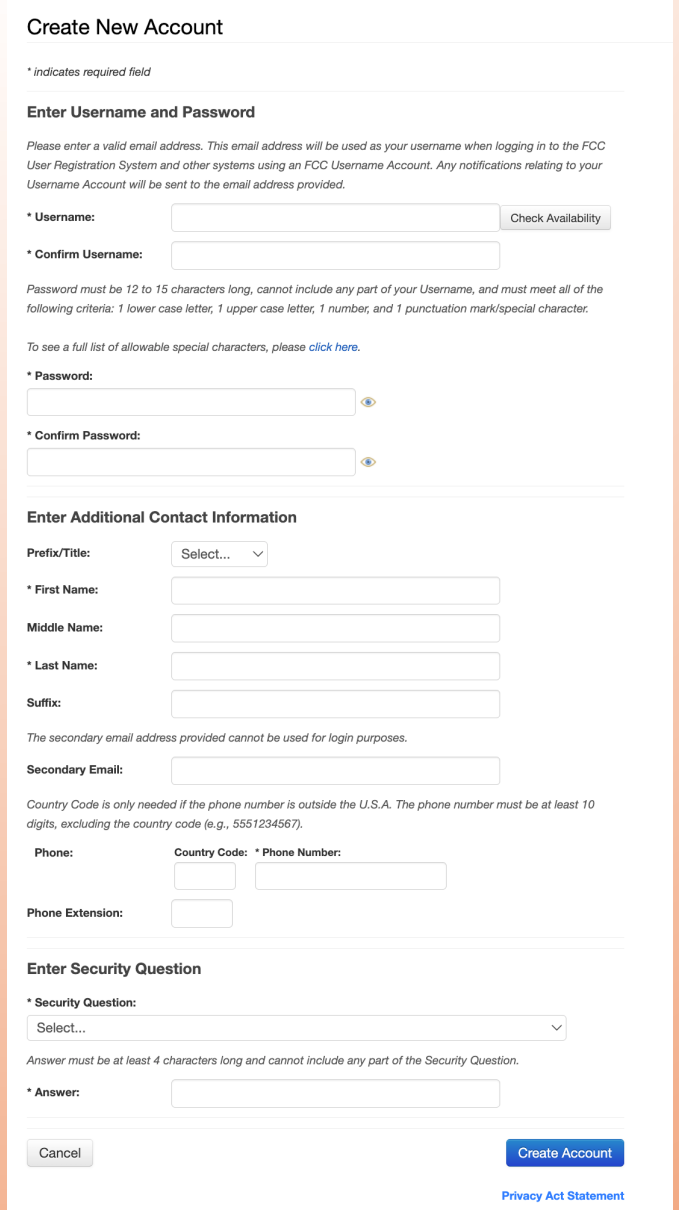


Your second step in the process (continued)

When you create your New Account, enter a valid email address.

This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account.

Any notifications relating to your Username Account will be sent to the email address provided.



Create New Account

* indicates required field

Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

* Username: Check Availability

* Confirm Username:

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please click here.

* Password:

* Confirm Password:

Enter Additional Contact Information

Prefix/Title: Select...

* First Name:

Middle Name:

* Last Name:

Suffix:

The secondary email address provided cannot be used for login purposes.

Secondary Email:

Country Code is only needed if the phone number is outside the U.S.A. The phone number must be at least 10 digits, excluding the country code (e.g., 5551234567).

Phone: Country Code: * Phone Number:

Phone Extension:

Enter Security Question

* Security Question: Select...

Answer must be at least 4 characters long and cannot include any part of the Security Question.

* Answer:

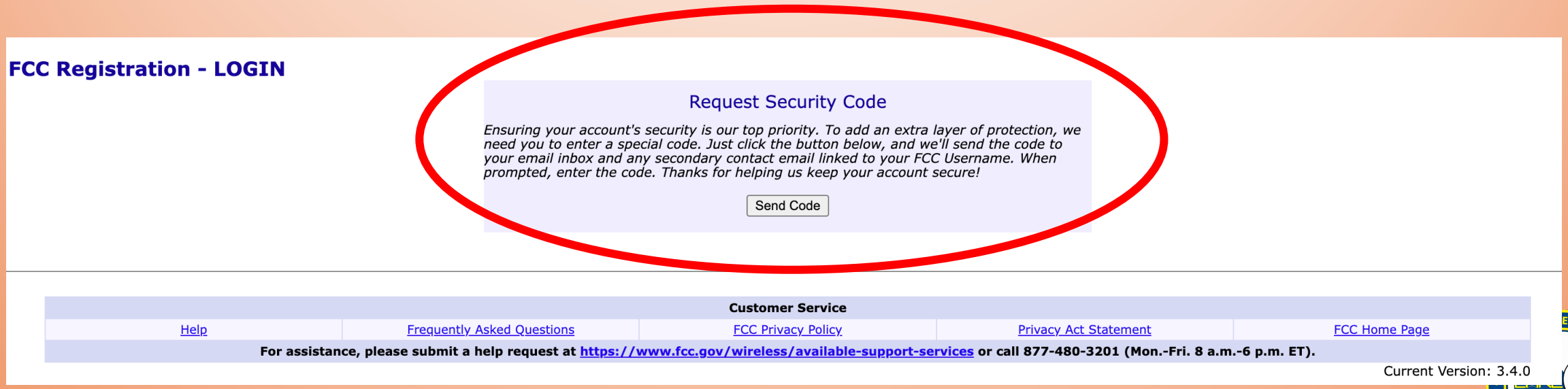
Cancel Create Account

Privacy Act Statement

And another thing you need to know about your CORES account

For added security, after you enter in your username and password, you will get this screen.

Click the “Send Code” button and you will get a code needed to complete the login process to your CORES account

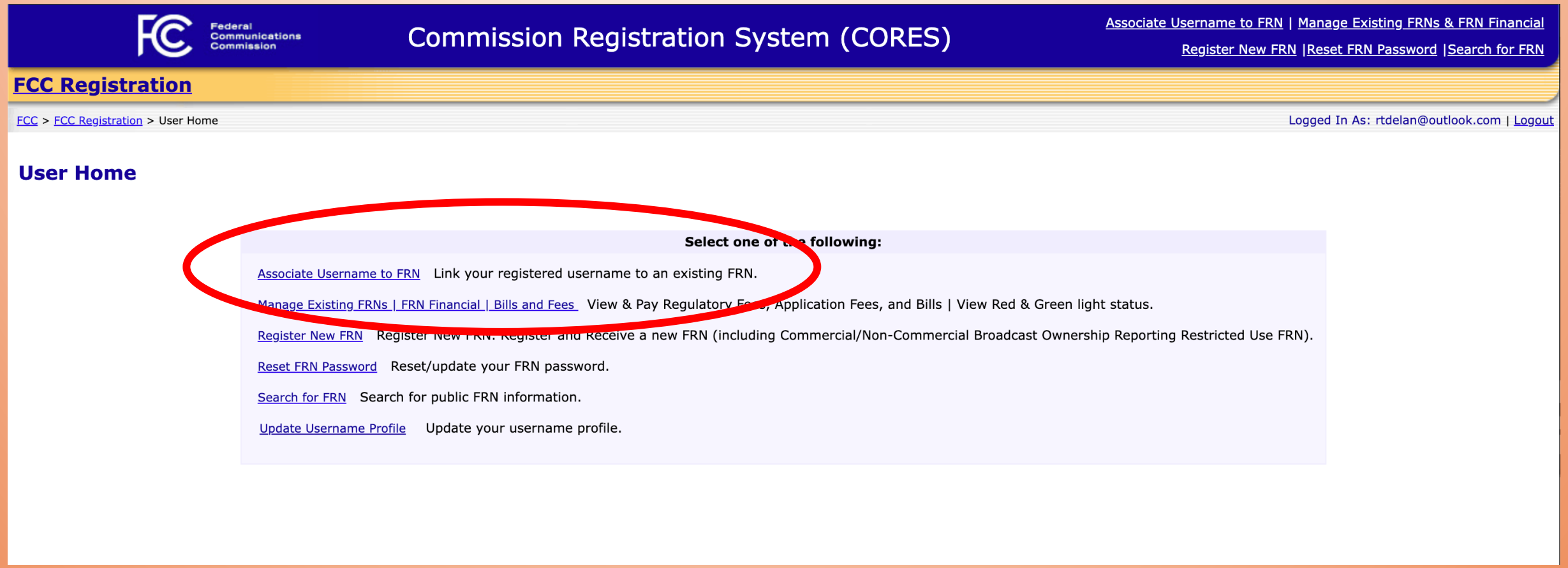


And another thing you need to know about your CORES account (continued)

Enter the code they will send you in email and you can continue to your CORES account to continue the process.

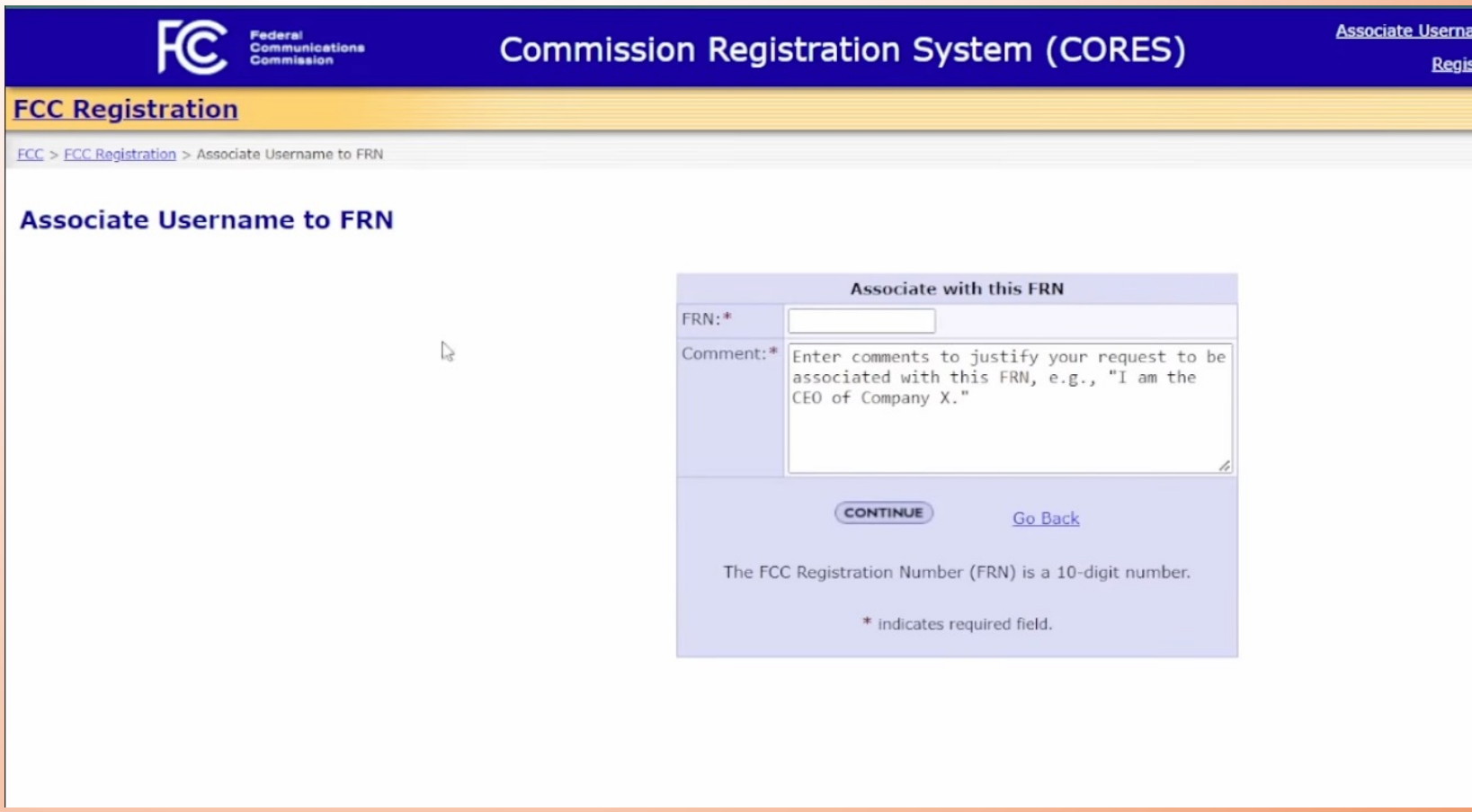
Your third step…

- Now that you have a **CORES** account setup, you will need to login and associate **your FRN number** to **your CORES account.**



Associate Username to FRN

- On this screen type in your FRN number, **CAREFULLY**.
- For the comment field you can put in something as simple as **"This is my FRN number and I am renewing my license.**
- **Then click continue**



At this point....

If you were a new technician and just passed your amateur radio license, you would already be to this point, and that is, have a CORES account setup with an FRN associated with it, and could simply go to the manage your existing FRN, FRN Financials section, and pay your fee.

However, if you went to that area now, there woule be nothing to pay...

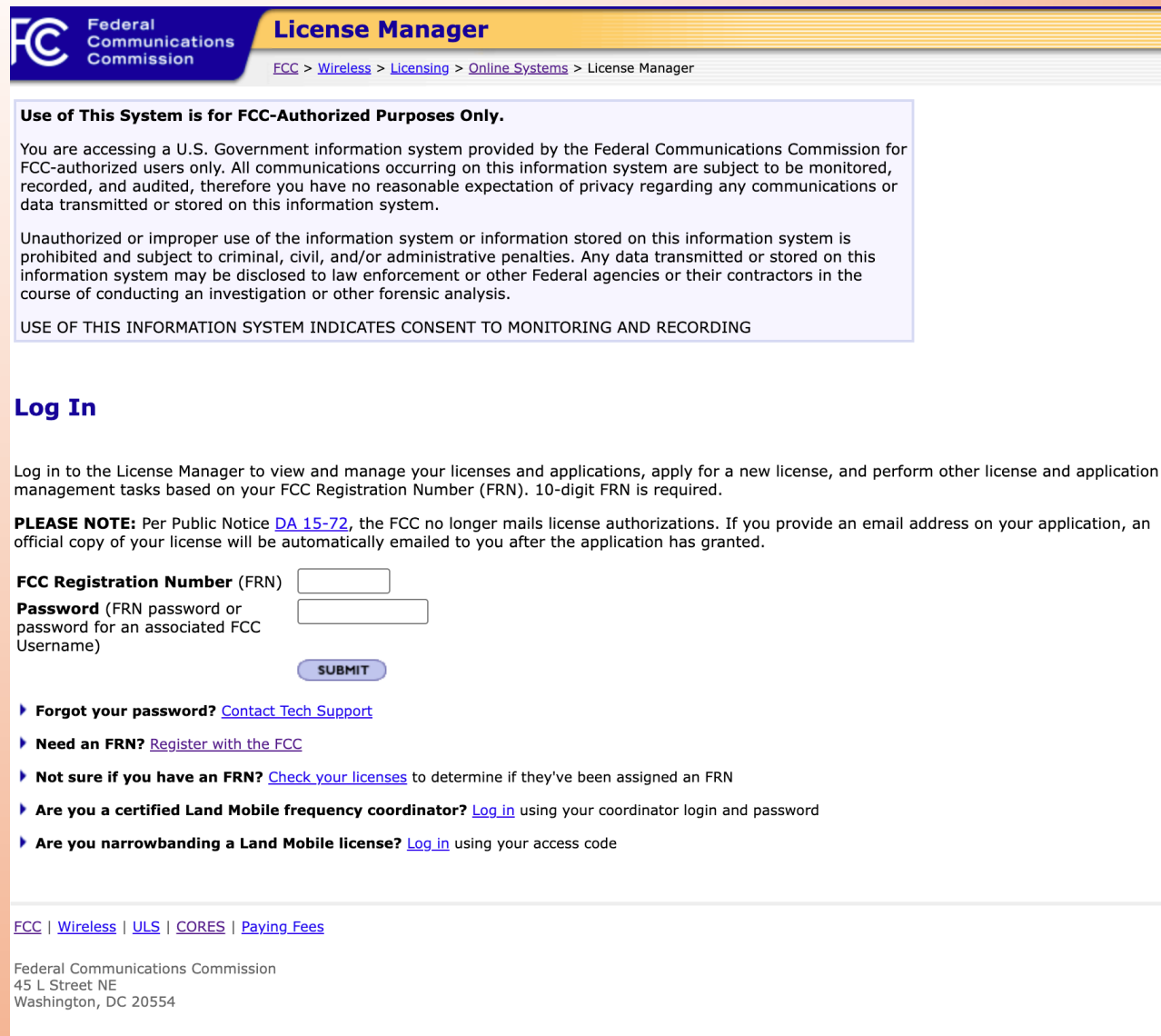
So why is that?

When we have a successful candidate pass their Technician Class license, the paper and digital submission creates an application for a new license.

Our VE Team gets an email that states "*1 of 1 applications were accepted but are in a pending status. This status means the application is pending either payment of fees, a basic qualification review, or some other manual review by the FCC.*"

Your fourth step…

- Telling the FCC that you need to renew your license.
- This task is done by signing into the **FCC License Manager** at https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp or go back to the FCC Universal Licensing System page and click the link that says "**File Online**."
- You will login with your FRN number and password.



Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Use of This System is for FCC-Authorized Purposes Only.

You are accessing a U.S. Government information system provided by the Federal Communications Commission for FCC-authorized users only. All communications occurring on this information system are subject to be monitored, recorded, and audited, therefore you have no reasonable expectation of privacy regarding any communications or data transmitted or stored on this information system.

Unauthorized or improper use of the information system or information stored on this information system is prohibited and subject to criminal, civil, and/or administrative penalties. Any data transmitted or stored on this information system may be disclosed to law enforcement or other Federal agencies or their contractors in the course of conducting an investigation or other forensic analysis.

USE OF THIS INFORMATION SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING

Log In

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other license and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.

PLEASE NOTE: Per Public Notice DA 15-72, the FCC no longer mails license authorizations. If you provide an email address on your application, an official copy of your license will be automatically emailed to you after the application has granted.

FCC Registration Number (FRN)

Password (FRN password or password for an associated FCC Username)

SUBMIT

- **Forgot your password?** Contact Tech Support
- **Need an FRN?** Register with the FCC
- **Not sure if you have an FRN?** Check your licenses to determine if they've been assigned an FRN
- **Are you a certified Land Mobile frequency coordinator?** Log in using your coordinator login and password
- **Are you narrowbanding a Land Mobile license?** Log in using your access code

FCC | Wireless | ULS | CORES | Paying Fees

Federal Communications Commission
45 L Street NE
Washington, DC 20554

FCC License Manager

- It is on this page that you will see your licenses at a glance.
- Click the Renew Licenses option in the menu on the left hand side of the screen.

For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0004825626 (Log Out)

- Apply for a New License
- Apply for Market-Based Special Temporary Authority
- 700 MHz Relicensing
- Download Electronic Authorizations
- Associate Licenses With Your FRN
- My Licenses
  - Renew Licenses
  - Cancel Licenses
  - Assign Authorization
  - Transfer Control
  - Lease Spectrum
  - File Designated Entity Reportable Event
  - File Designated Entity Annual Report
  - Notify the FCC
  - Extend Deadlines
- My Applications
- File Light Touch Leasing Certification
- My Leases
- My Ownership Disclosure Information
- My Unlicensed LPAD Registrations (including wireless microphones)

Find My Licenses

Call Sign: GO

My Licenses
License N4CAD At A Glance

Download your official electronic authorizations here.

Note: ULS allows users to download multiple authorizations, however, each PDF is limited to 100 pages.

Call Sign	N4CAD	Radio Service	Vanity (HV)

Applicant Name & Address

Delaney, Cheryl A
PO Box 2064
Lakeland, FL 33806

E: cheryl.delaney@gmail.com

Dates

Grant	11/28/2017
Effective	02/07/2022
Expiration	01/04/2028

View Complete License

Don't See Your Licenses Here?

It's possible that your licenses have not been associated with your FRN. In order to manage a license using the License Manager, you must first ass with your FRN.

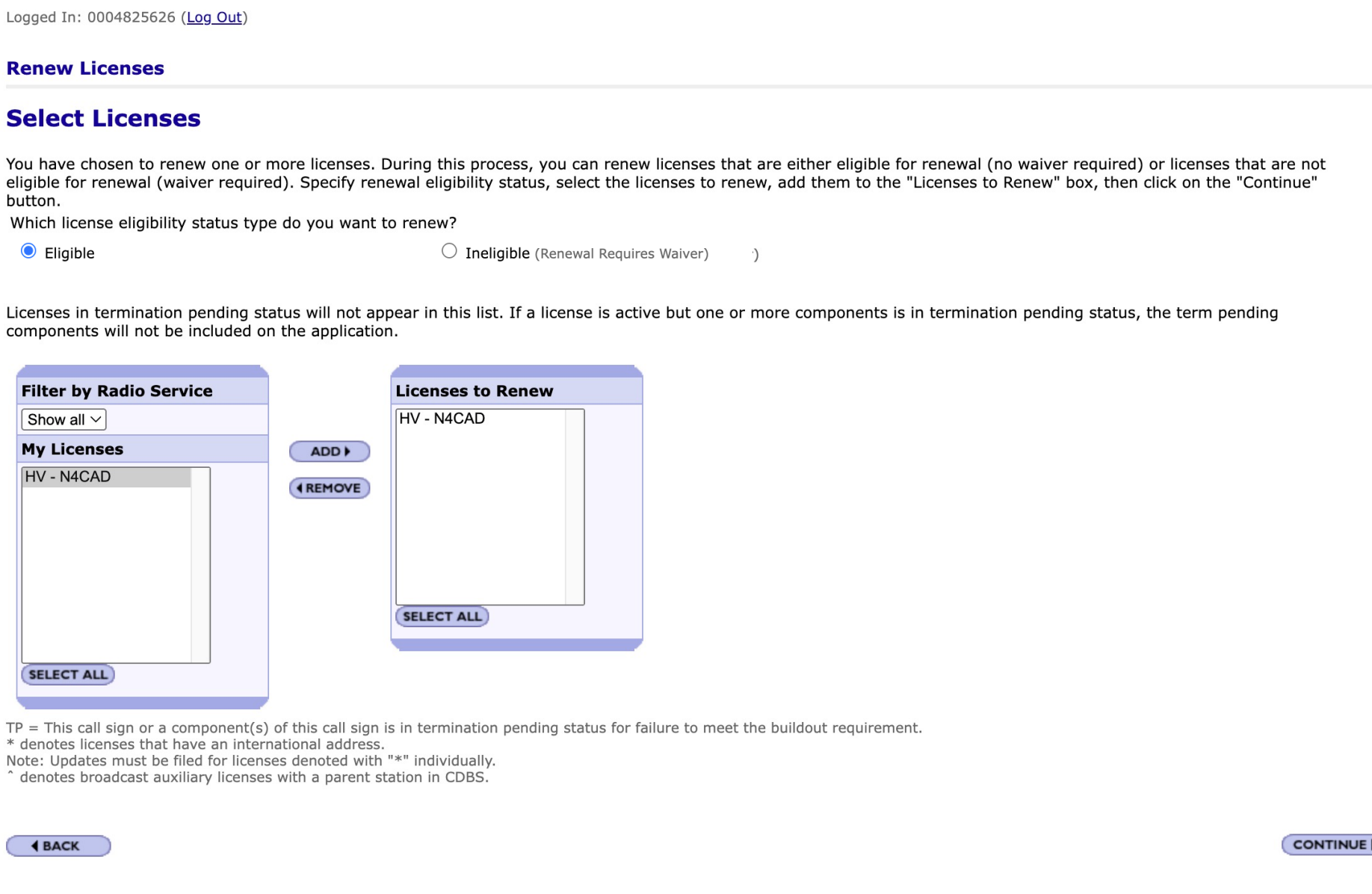
FCC | Wireless | ULS | CORES | Paying Fees

Federal Communications Commission

LAKELAND AMATEUR RADIO CLUB · LARC-FL · VOLUNTEER EXAMINER TEAM

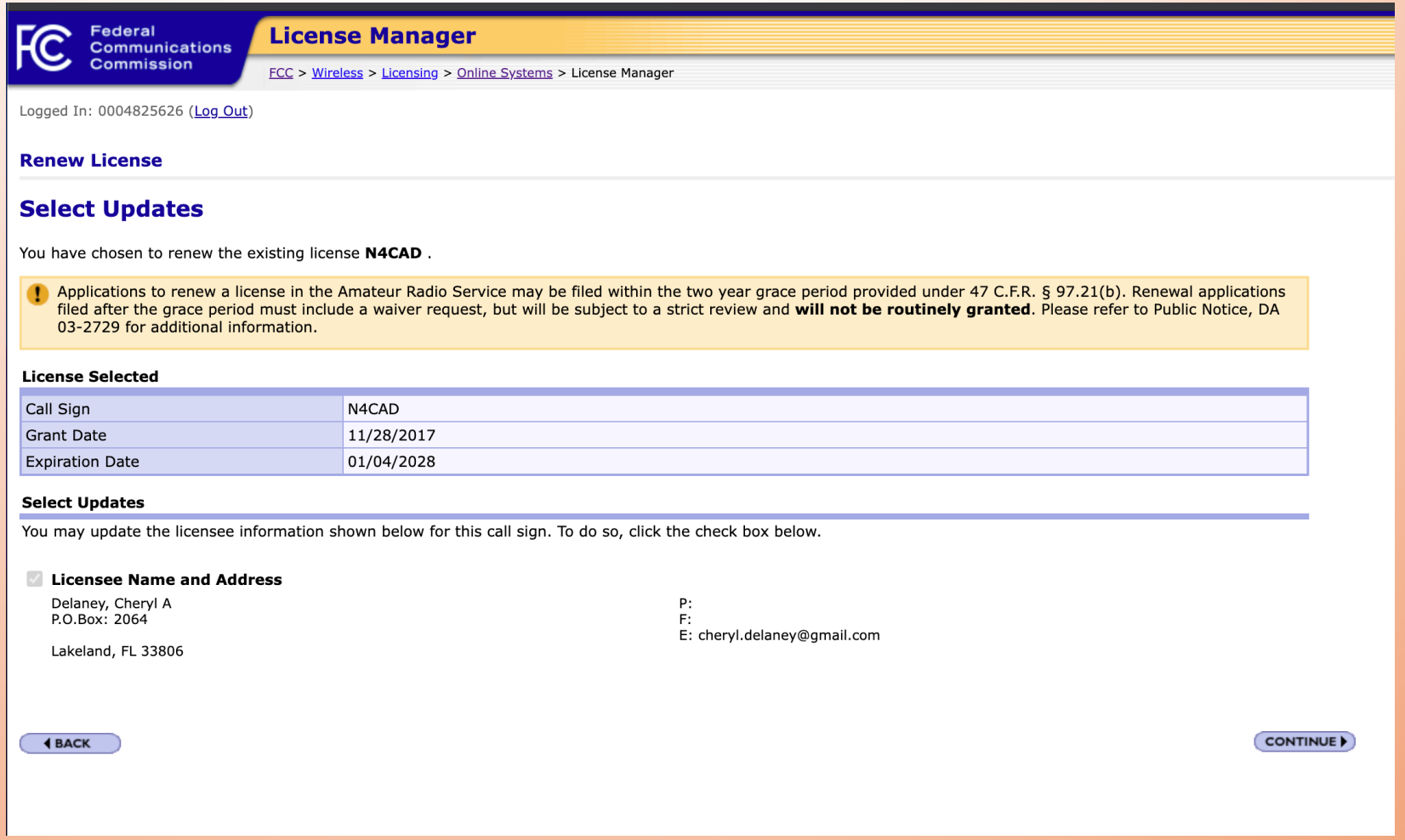
FCC License Manager (continued)

- If you license shows up within the window on the left as eligible to be renewed, highlight it, click **ADD**, then click **continue** on the lower right.



FCC License Manager (continued)

- If the your ham license shows as License Selected, click **CONTINUE**



Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0004825626 (Log Out)

Renew License

Select Updates

You have chosen to renew the existing license **N4CAD** .

Applications to renew a license in the Amateur Radio Service may be filed within the two year grace period provided under 47 C.F.R. § 97.21(b). Renewal applications filed after the grace period must include a waiver request, but will be subject to a strict review and **will not be routinely granted**. Please refer to Public Notice, DA 03-2729 for additional information.

License Selected

Call Sign	N4CAD
Grant Date	11/28/2017
Expiration Date	01/04/2028

Select Updates

You may update the licensee information shown below for this call sign. To do so, click the check box below.

Licensee Name and Address

Delaney, Cheryl A
P.O.Box: 2064

Lakeland, FL 33806

P:
F:
E: cheryl.delaney@gmail.com

BACK

CONTINUE

FCC License Manager (continued)

- You will then answer two questions that will more than likely be **NO**, unless for some reason you are exempt from FCC application or regulatory fees.

FCC License Manager (continued)

- You will then be brought to a screen to confirm your license information.

Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0023360290 (Log Out)

Renew License

Custom Exp. Date | Attachments | Waivers | Reference Copy

Licensee Information

This Licensee Information identifies the applicant. When the FCC takes formal disposition on the application (i.e., grant, return, or dismissal), the notice(s) regarding the disposition of the application(s) will be sent to the address provided below. If the FCC grants the application, the information provided below will become the licensee's address, telephone numbers, and email of record for the selected call sign(s).

An administrative name change cannot be used to accomplish a change in ownership and/or corporate structure. For these actions the current license must be canceled and a new license applied for. Changes in ownership or corporate structure are subject to enforcement action.

Licensee Name

	First	MI	Last	Suffix
Individual Name	Frank		Lappin	

If the licensee name is being updated, is the update a result from the sale (or transfer of control) of the license(s) to another party and for which proper Commission approval has not been received or proper notification not provided?

Licensee Address

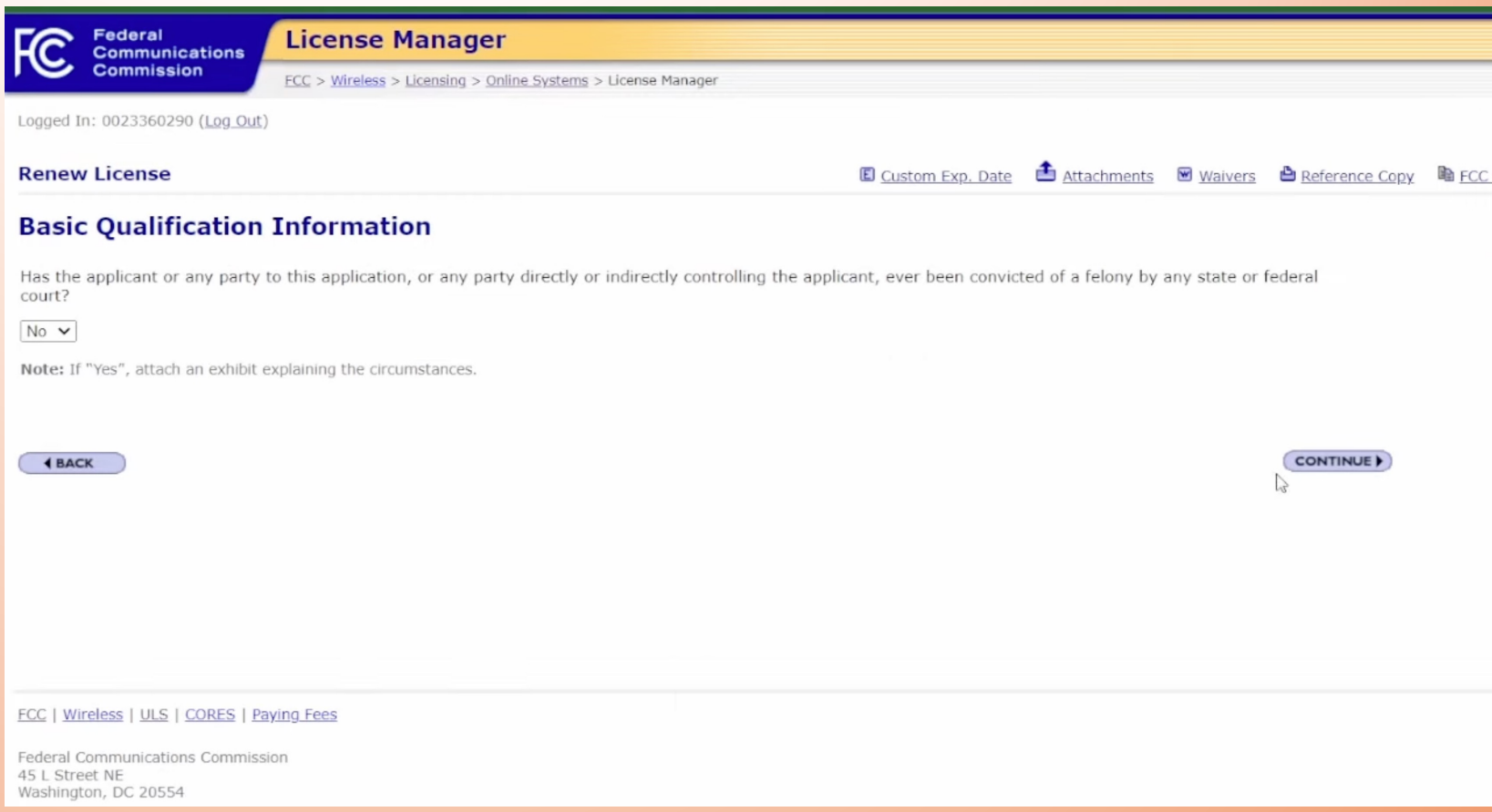
Attention To	
P.O.Box	38
Street Address	
City	Euless
State	Texas
ZIP Code	76039-3651
Phone	
Fax	
Email	marvin117@gmail.com

BACK

CONTINUE

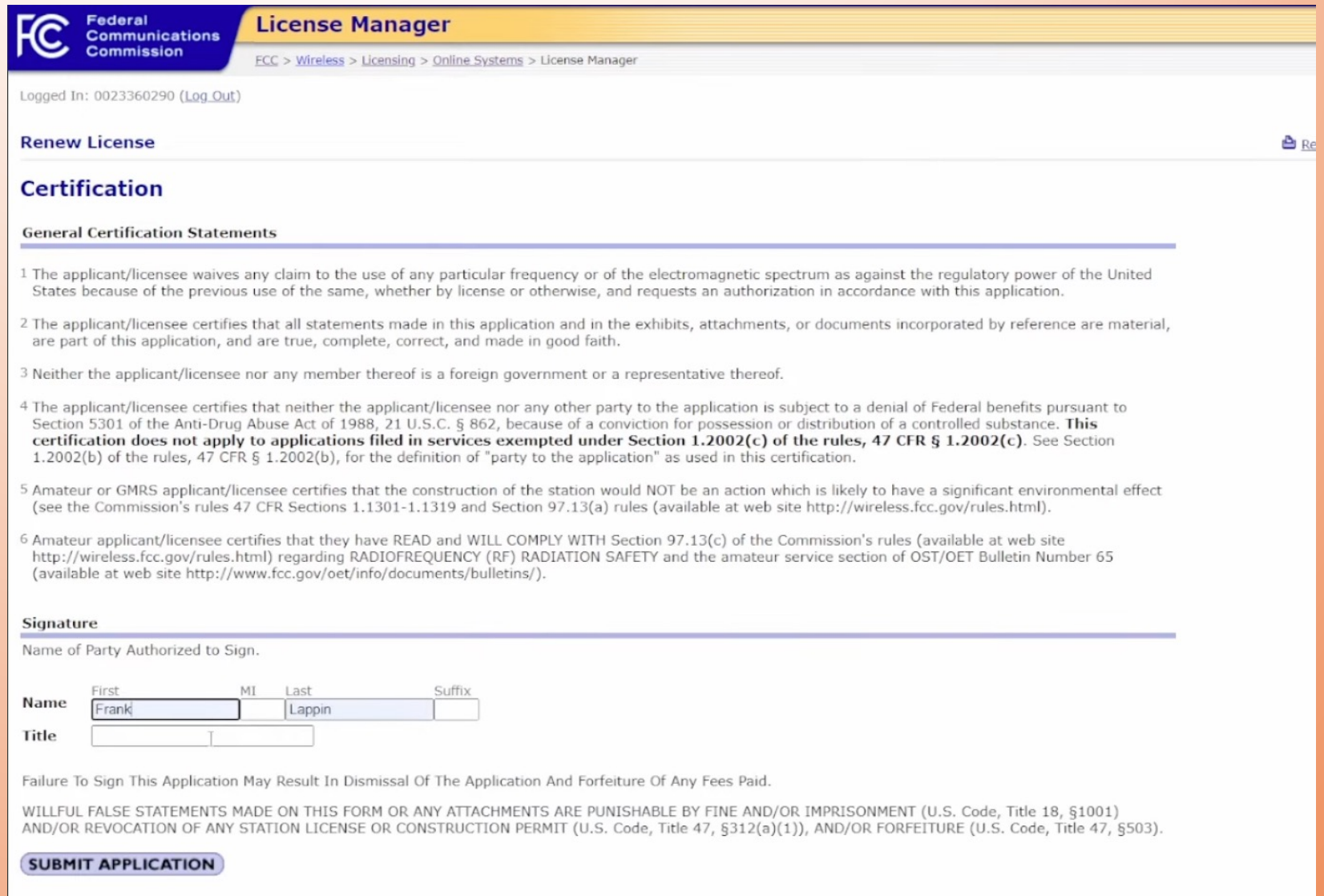
FCC License Manager (continued)

- You will then be asked if you have ever been convicted of a felony.



FCC License Manager (continued)

- You will then confirm some General Certification Statements
- At that point you will put in your name to electronically sign the document
- Then hit **SUBMIT APPLICATION**



Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0023360290 (Log Out)

Renew License

Certification

General Certification Statements

1 The applicant/licensee waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by license or otherwise, and requests an authorization in accordance with this application.

2 The applicant/licensee certifies that all statements made in this application and in the exhibits, attachments, or documents incorporated by reference are material, are part of this application, and are true, complete, correct, and made in good faith.

3 Neither the applicant/licensee nor any member thereof is a foreign government or a representative thereof.

4 The applicant/licensee certifies that neither the applicant/licensee nor any other party to the application is subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862, because of a conviction for possession or distribution of a controlled substance. **This certification does not apply to applications filed in services exempted under Section 1.2002(c) of the rules, 47 CFR § 1.2002(c)**. See Section 1.2002(b) of the rules, 47 CFR § 1.2002(b), for the definition of "party to the application" as used in this certification.

5 Amateur or GMRS applicant/licensee certifies that the construction of the station would NOT be an action which is likely to have a significant environmental effect (see the Commission's rules 47 CFR Sections 1.1301-1.1319 and Section 97.13(a) rules (available at web site http://wireless.fcc.gov/rules.html).

6 Amateur applicant/licensee certifies that they have READ and WILL COMPLY WITH Section 97.13(c) of the Commission's rules (available at web site http://wireless.fcc.gov/rules.html) regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65 (available at web site http://www.fcc.gov/oet/info/documents/bulletins/).

Signature

Name of Party Authorized to Sign.

	First	MI	Last	Suffix
Name	Frank		Lappin	
Title				

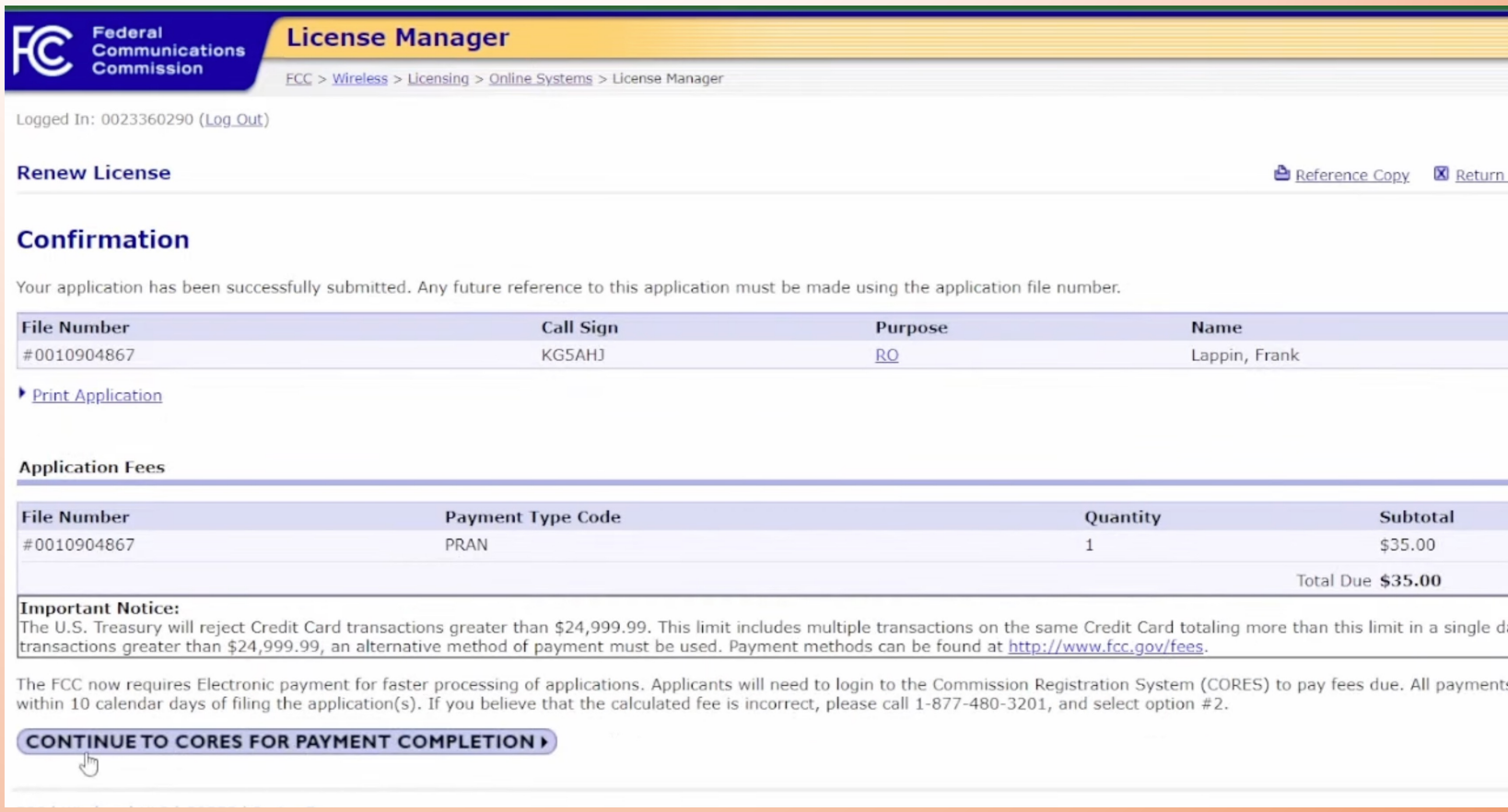
Failure To Sign This Application May Result In Dismissal Of The Application And Forfeiture Of Any Fees Paid.

WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. Code, Title 47, §312(a)(1)), AND/OR FORFEITURE (U.S. Code, Title 47, §503).

SUBMIT APPLICATION

FCC License Manager (last but not least)

- And, to finish out License Manager, you will then click on “**CONTINUE TO CORES FOR PAYMENT COMPLETION.**”



Federal Communications Commission

License Manager

FCC > Wireless > Licensing > Online Systems > License Manager

Logged In: 0023360290 (Log Out)

Renew License

Reference Copy | Return

Confirmation

Your application has been successfully submitted. Any future reference to this application must be made using the application file number.

File Number	Call Sign	Purpose	Name
#0010904867	KG5AHJ	RO	Lappin, Frank

Print Application

Application Fees

File Number	Payment Type Code	Quantity	Subtotal
#0010904867	PRAN	1	$35.00
		Total Due	**$35.00**

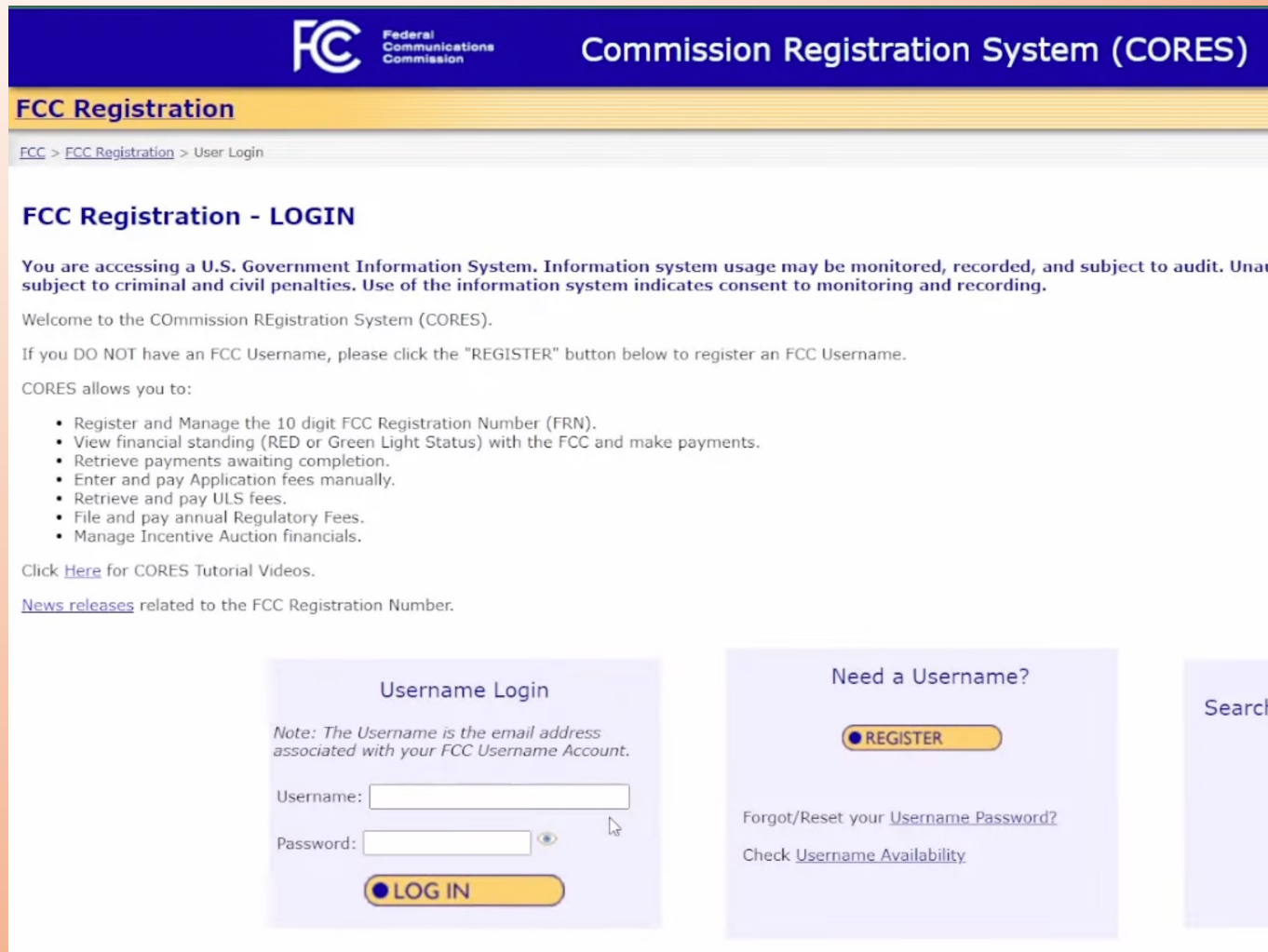
Important Notice:
The U.S. Treasury will reject Credit Card transactions greater than $24,999.99. This limit includes multiple transactions on the same Credit Card totaling more than this limit in a single da
transactions greater than $24,999.99, an alternative method of payment must be used. Payment methods can be found at http://www.fcc.gov/fees.

The FCC now requires Electronic payment for faster processing of applications. Applicants will need to login to the Commission Registration System (CORES) to pay fees due. All payments
within 10 calendar days of filing the application(s). If you believe that the calculated fee is incorrect, please call 1-877-480-3201, and select option #2.

CONTINUE TO CORES FOR PAYMENT COMPLETION

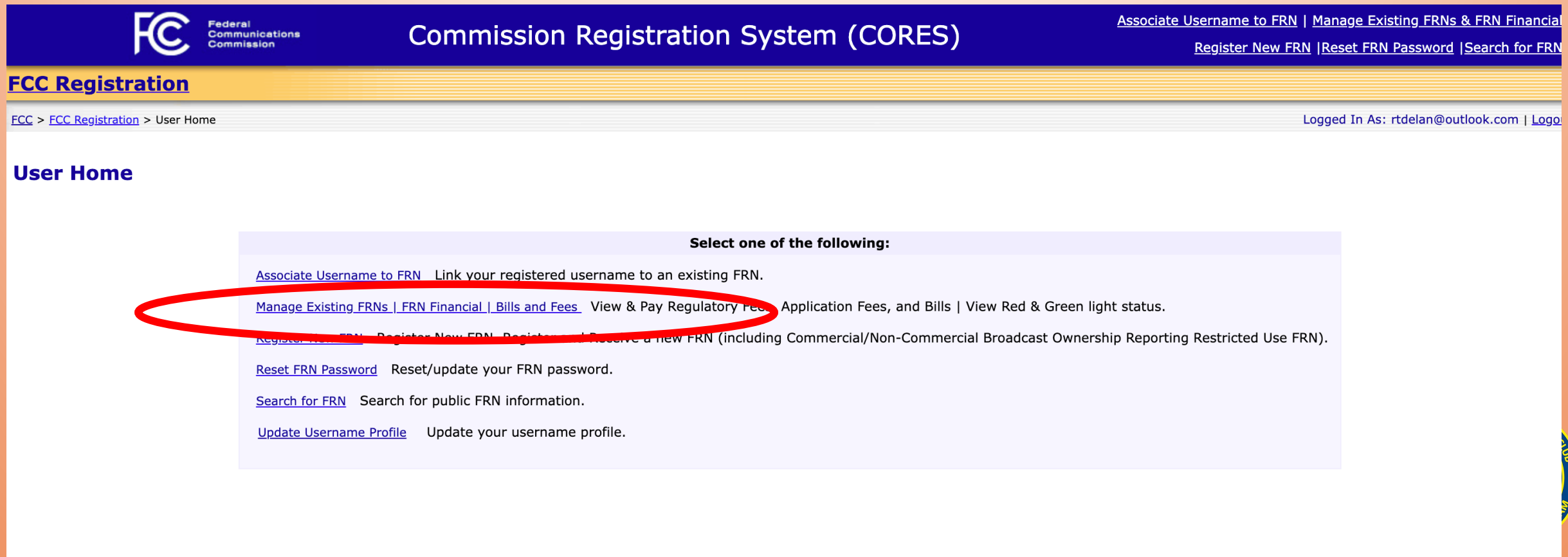
Your fifth and final step…

- Sign back into the CORES system and pay your license fee.



Paying your $35 fee

- And, after going through the security process again which emails you a code to sign in using your email, you will get this screen.
- Select “**Manage Existing FRNs|FRN Financial|Bills and Fees**”



Paying your $35 fee (continued)

- On the next screen choose the option "**FRN Financial**"

Manage Existing FRN(s): Choose Action

When submitting a payment to the FCC, you are solely responsible for validating all financial data being entered, for ensuring that your payment instructions are not rejected by your financial institution and for ensuring that the funds have been transmitted to the FCC. To avoid incurring late payment penalties and interest, you should notify your financial institution when making ACH, credit card and wire payments, and continue monitoring your account to verify that payment to the FCC has been made by the payment deadline. The notifications you receive from the FCC after submitting your payment are to acknowledge that you have submitted a payment, and are not an acknowledgement that payment has been received by the FCC.

Select one of the following:

Manage FRNs Manage/View FRN Permission Levels, FRN Registration Information, and Associated Requests for your FRN(s).

FRN Financial Pay application fees and bills, and view financial status and payment history.

Regulatory Fee Manager View, edit, and file annual Regulatory Fees.

ULS Batch Filers Only View and pay ULS Application Fees (Not to be used by Individual Applicants).

Go Back

Customer Service

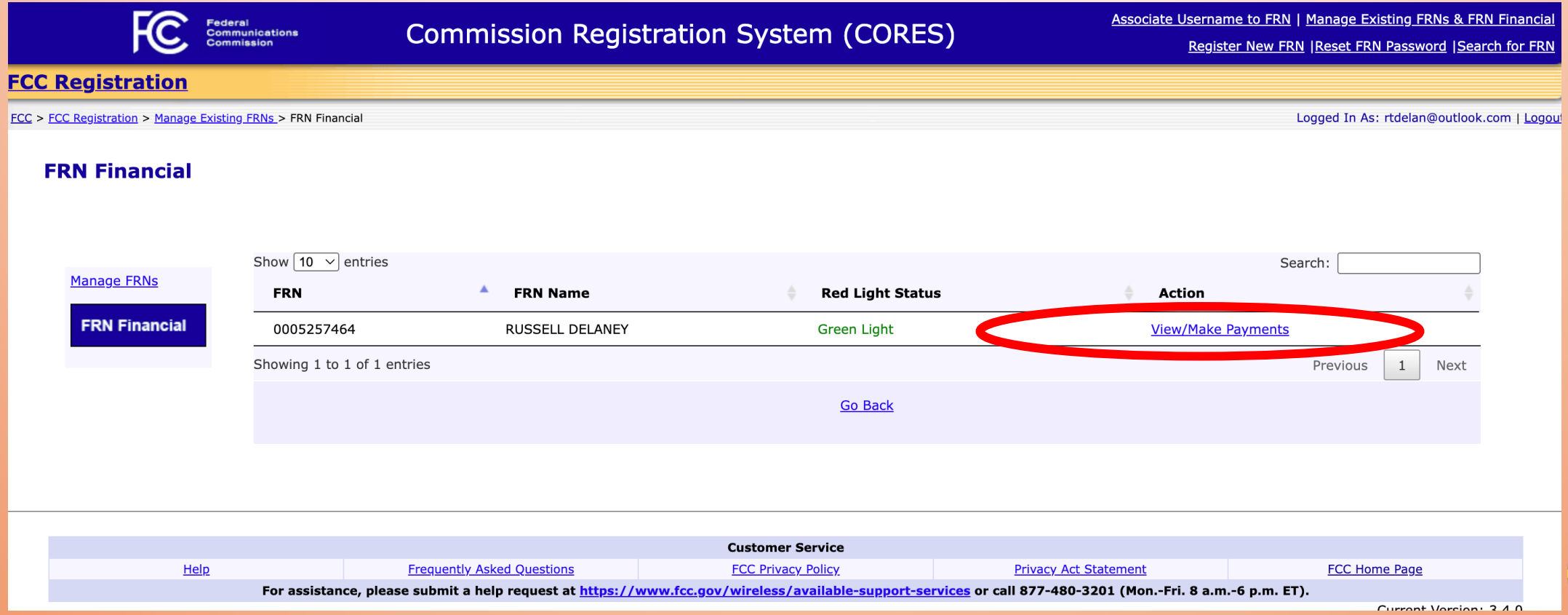
Help	Frequently Asked Questions	FCC Privacy Policy	Privacy Act Statement	FCC Home Page

For assistance, please submit a help request at https://www.fcc.gov/wireless/available-support-services or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Current Version: 3.4.0

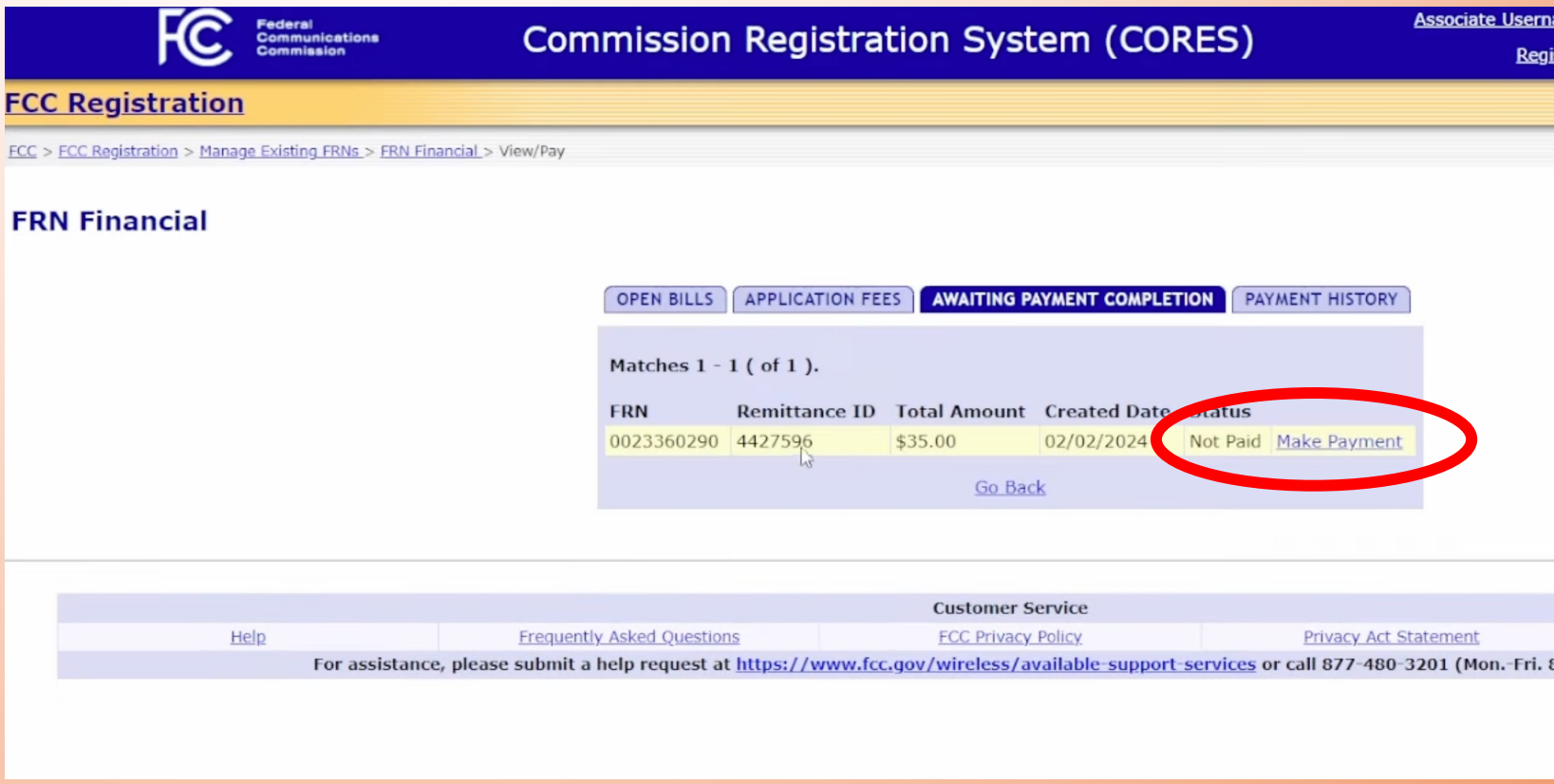
Paying your $35 fee (continued)

- On the next screen choose the option “**View/Make Payments**” underneat the word Action.



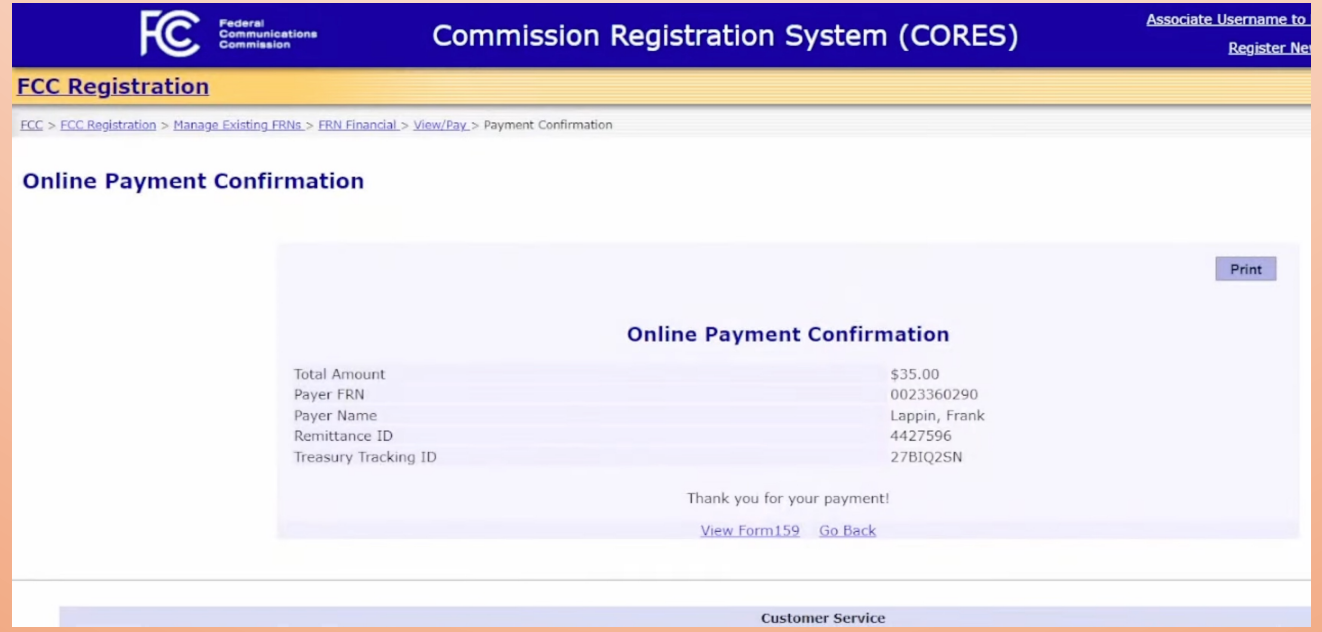
Paying your $35 fee (continued)

- If you did everything correctly so far, you should see an FRN financial screen.
- There will be a tab titled "**AWAITING PAYMENT COMPLETION**"
- There click on the far right to the link titled **"Make Payment."**



Paying your $35 fee (continued)

- At this point you will be taken to a screen to make your payment with a debit or credit card, or perhaps a transfer from your bank account.
- When you enter in your data, you'll get an **Online Payment Confirmation.**



We are here to help

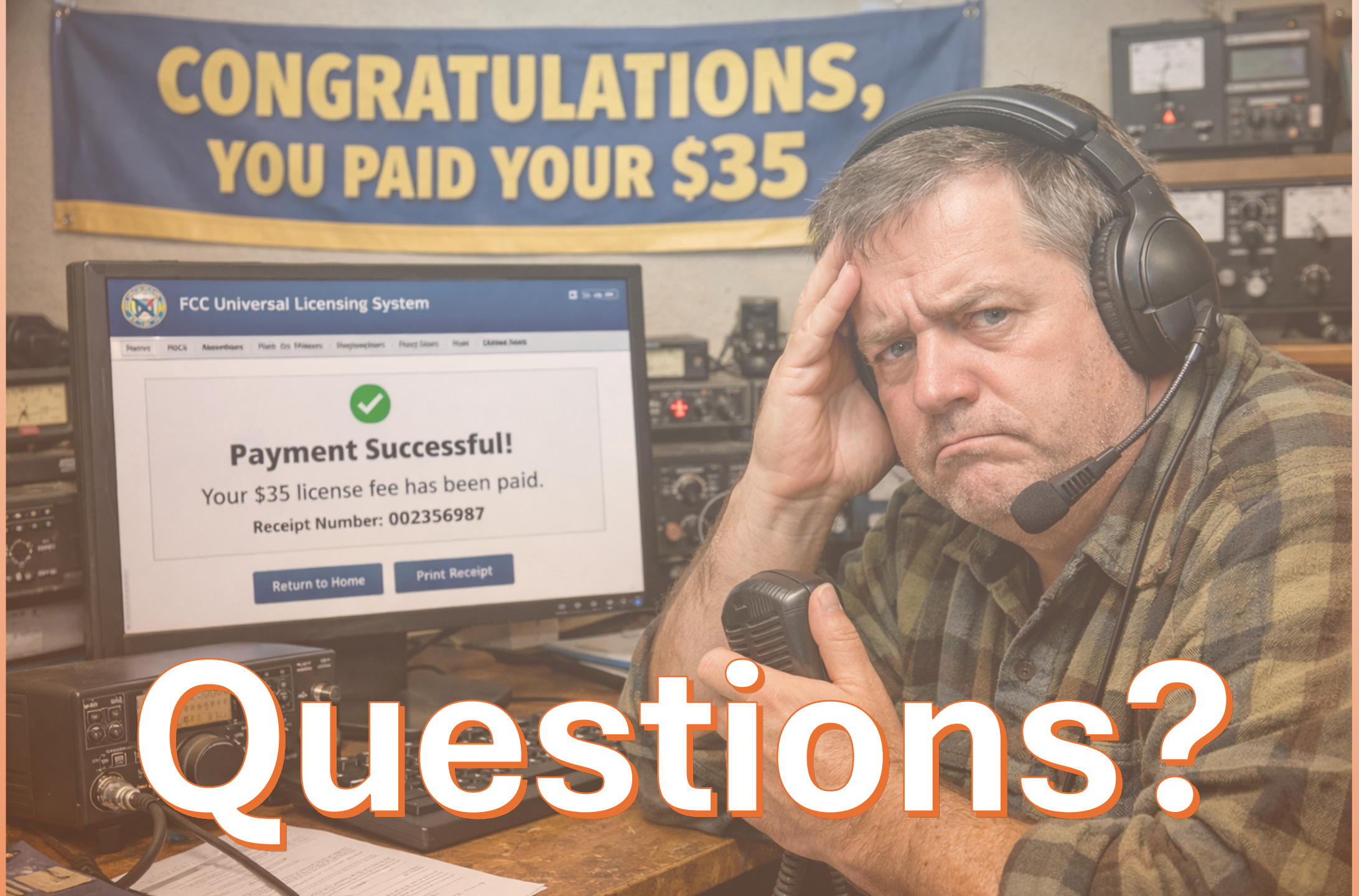
- Your LARC VE Team is here to help you if you have any issues during the upgrade process.
- Contact either Cheryl or myself and we will coordinate with you in order to get your license renewed.
- As mentioned before, our VE Team cannot accept the payments the FCC needs to renew your license, **but we can help you work through the process to make your payment.**

And, if you want to avoid all the hassle

- **W5YI licensing service** has a complete licensing concierge service.
- Their "**Complete Renewal**" is $80 and that includes the fee that they will pay to the FCC on your behalf.
- Once they complete the process they will mail you a printed copy of your licnese.
- So, $35 if you do it, $80 if they do it.

An ARRL Membership Benefit

- If you are an ARRL member, with a valid email address on file, you should receive a notification around the time your license enters the 90-day renewal window, or just before it.



Questions?

LAKELAND AMATEUR RADIO CLUB
LARC-FL
VOLUNTEER EXAMINER TEAM