

screen) to enter the required free-form ownership information.

Entering Data on the Ownership Documentation Screen

The Ownership Documentation Screen is used to upload and/or view the required free-form ownership information.

Click on the exhibit you wish to upload. You may upload only one exhibit at a time, however, you may upload and view all exhibits if you wish to do so. Click on the 'Upload' button to upload a file containing the ownership information. The file format must be ASCII Text (.TXT).

Click on the exhibit you wish to view. Click on the 'View' button to review the ownership file that was uploaded. If a message box appears asking whether you wish to convert the file to a Write format, you may select either Convert, No Conversion, or Cancel.

Click on the Ownership Worksheet tab (at the top of the screen) to enter the formatted ownership information.

Entering Data on the Ownership Worksheet Screen

The Ownership Worksheet Screen is used to enter the formatted ownership information. Two separate worksheets are displayed, one for Direct Ownership and one for Indirect Ownership.

A separate row for each direct interest holder that has at least a 5% equity ownership in the applicant must be entered on the Direct Ownership Worksheet. A separate row for each indirect interest holder should be entered on the Indirect Ownership Worksheet. Use the Add and Delete buttons to add or delete rows to/from the appropriate worksheet.

Enter the Taxpayer Identification Number (TIN) (or the Social Security Number (SSN), if an individual) of each interest holder.

Enter the familial relationship. It should reflect whether the direct holder is related to any other direct interest holder by blood or marriage (e.g., brother, mother, spouse, etc.).

Enter the appropriate selection for alien ('Y' for yes or 'N' for no).

Enter the appropriate selection for each interest holder's principal business.

Click on all applicable qualifying entity boxes (M=Minority Owned, S=Small Business, W=Woman Owned, and R=Rural Telephone). Click again on the box to reset the box.

Enter the appropriate selection for control group which reflects whether the interest holder is a member of the applicants' control group ('Y' for yes or 'N' for no).

Enter the interest holder's voting interest percentage of the applicant.

Enter the percentage equity held in the applicant.

Please Note: The Direct Ownership Worksheet has the following requirements: The equity held percentage must be 5% or greater. The sum of the equity held percentage may not exceed 100%

The system will calculate the difference of 100% and the sum of all equity held percentages and prefill the difference in the 'Other' category.

Click on the Waiver tab (at the top of the screen) or enter a free-form waiver request.

Entering Data on the Waiver Screen

The Waiver Screen is used to enter a free-form waiver request.

Click on the free-form text area and enter the waiver request information as you wish. Use the arrows on the right to scroll up and down through the text.

Click on the Submit button to submit the FCC Form 175. If any error messages appear, make appropriate corrections and click on Submit until no further error messages appear.

Bid Method Screen

The Bid Method screen captures the desired method(s) you wish to use for the bid submission/withdrawal process. The methods may include telephonic and remote.

The Bid Method screen will appear as your FCC Form 175 is being submitted.

You will receive a message stating your application was successfully submitted. The system will then ask if you want to generate the FCC Form 159.

Entering Data on the FCC Form 159 Screen

The FCC Form 159 screen is used to capture the information that needs to accompany the upfront payment. A copy of this screen needs to be either mailed with a cashier's check or faxed when paying by wire transfer.

This option will only be available after the FCC Form 175 has been initially submitted.

If you have used an FCC Account Number other than the one prefilled on the screen previously with the FCC, enter it in the box that is labeled 'Did you have a number prior to this? Enter it.'

Enter the total amount paid (in dollars and cents).

Enter the payor name.

Enter the payor address, city, state, and zip code.

Enter the payor daytime telephone number.

Enter the payor country code when the country code is not U.S.A.

Click on the Ok button to save the FCC Form 159 information. Once the FCC Form 159 information has been saved the following instructions will appear.

Making Auction Payments by Cashier's Check

Each cashier's check and corresponding FCC Remittance Advice, FCC Form 159, must be in an individual envelope and specifically addressed to: Mellon Bank, Attention: Auction Payment, P.O. Box 358850, Pittsburgh, PA 15251-5850.

If delivering an auction payment in person or by courier, the check and FCC Remittance Advice, FCC Form 159, must be delivered to: Mellon Bank, Attention: Wholesale Lockbox Shift Supervisor, 27th Floor (153-2713), 3 Mellon Bank Center, 525 William Penn Way, Pittsburgh, PA 15259-0001.

Note: Please indicate on the inside of the envelope 'Lockbox No. 358850'.

Making Auction Payments by Wire Transfer

If making an auction payment by wire transfer, you must fax a completed FCC Remittance Advice, FCC Form 159, to Mellon Bank at (412) 236-5702 at least one hour prior to placing the order for the wire transfer (but on the same business day).

Click on the Print button to print the FCC Form 159. The Cancel button on the FCC Form 159 screen will return you to the FCC Form 175 screen.

Click on the Print button to print the FCC Form 175.

Click on the Backup Data button (in the upper right corner) to save the FCC Form 175 information to a text file(s).

The FCC Form 159 button will be enabled once the FCC Form 175 has been initially submitted. Once enabled, click on the FCC Form 159 button to enter the remittance advice information. This form must accompany the upfront payment.

Click on the Cancel button to exit the FCC Form 175 screen.

After you have finished using the Remote FCC Form 175 Submission program, you should disconnect from the FCC.

Part 3—Instructions For Using The Remote FCC Form 175 Review

The Remote FCC Form 175 Review program must first be installed. You must start the ppp software and be connected before you start the FCC Form 175 program. If you have not successfully connected, you will receive an error message stating that you were unable to connect to the server.