UNITED STATES

FEDERAL COMMUNICATIONS COMMISSION

INFORMATION TECHNOLOGY

EMERGENCY ALERT SYSTEM (EAS) TEST REPORTING SYSTEM (ETRS) USER MANUAL VERSION 1.0

OFFICE OF THE MANAGING DIRECTOR

45 L Street NE, Washington, DC 20554

Table of Contents

Table of Figures

1. Introduction

The EAS (Emergency Alert System) Test Reporting System (ETRS) captures the results of nationwide EAS tests that are conducted pursuant to Section 11.61 of the Federal Communications Commission's (FCC's or Commission's) rules. All EAS Participants (including analog radio and television stations, and wired and wireless cable television systems, Direct Broadcast Satellite, digital audio and television broadcast stations, Satellite Digital Audio Radio Service, digital cable, and wireline video systems) are required to register with ETRS and renew their identifying information (ETRS Form One) on an annual basis. When a nationwide EAS test is held, EAS Participants are required to file test results using ETRS Form Two within 24 hours, or as otherwise required by the Public Safety and Homeland Security Bureau, and detailed post-test data using ETRS Form Three within 45 days. This User Manual provides instructions on how to use the features and capabilities of ETRS.

2. Access ETRS

To access ETRS, all filers must first create an FCC Username (Username) within the User Registration System as described below. Users can then log into the Commission Registration System (CORES) with the same Username to create a new FCC Registration Number (FRN) or associate with an existing FRN as outlined in the FRN Management section below. Filers that have already created a Username for use with another FCC system (e.g., the Network Outage Reporting System) can use that same Username to access CORES as indicated in the FRN Management section.

Please follow the instructions below to create your Username and associate your FRN(s). Please be advised that you must associate your FRN(s) to your Username to successfully file in ETRS.

2.1 Register for an Account in User Registration System

- Access the User Registration System at https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm, and fill out the following fields:
    - Username: Your username should be the email address you want the FCC to associate with you. You will receive filing confirmations, other ETRS notices, and any notifications relating to your Username at this address.
    - Confirm Username: Confirm the username entered in the "Username" field.
    - Password: Select a password that is 12-15 characters long, does not include any part of your Username, and contains 1 upper case letter, 1 lower case letter, 1 number, and 1 punctuation mark/special character.
    - Confirm Password: Confirm the password entered in the "Password" field.
    - Additional Contact Information: enter your First Name, Last Name, Phone Number, etc.

- Security Question: Select a security question from the drop-down menu.
- Answer: Enter the answer to the security question.

- Click on the "Create Account" button.

Figure 1: User Registration System

- You will be directed to the Create New Account – Confirmation page confirming that your Username has been created.
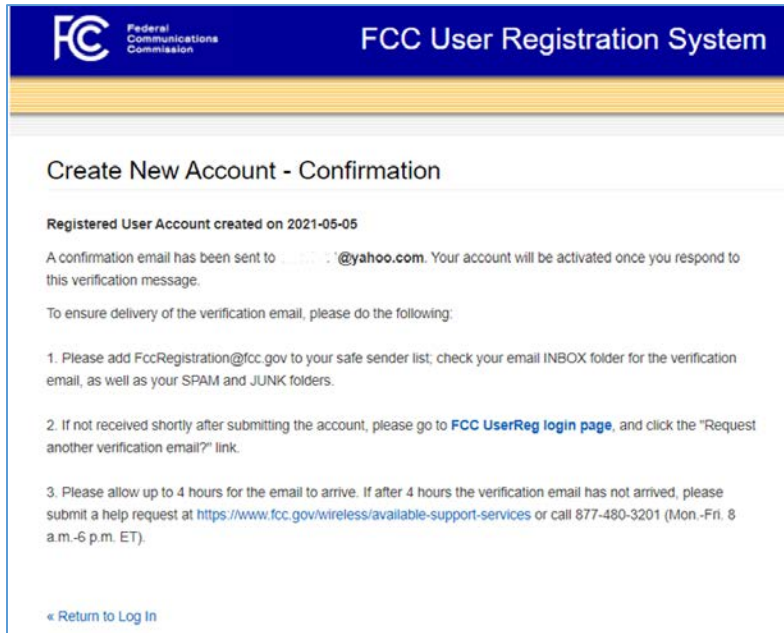
Figure 2: Confirmation Page

- A confirmation email from FCCRegistration@fcc.gov will be sent to the email address provided as the Username during the FCC Username Account creation process. Access the email and follow the instructions within the email to activate your Username.
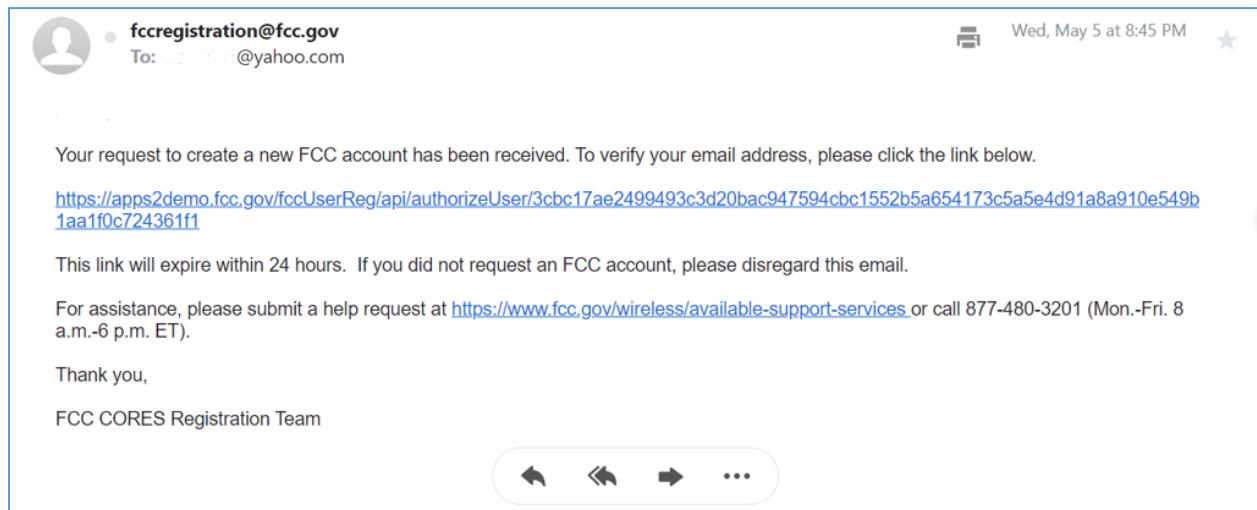
Figure 3: Confirmation Email

- Click on the confirmation link in the email from FCCRegistration@fcc.gov to verify the email address and activate your Username.
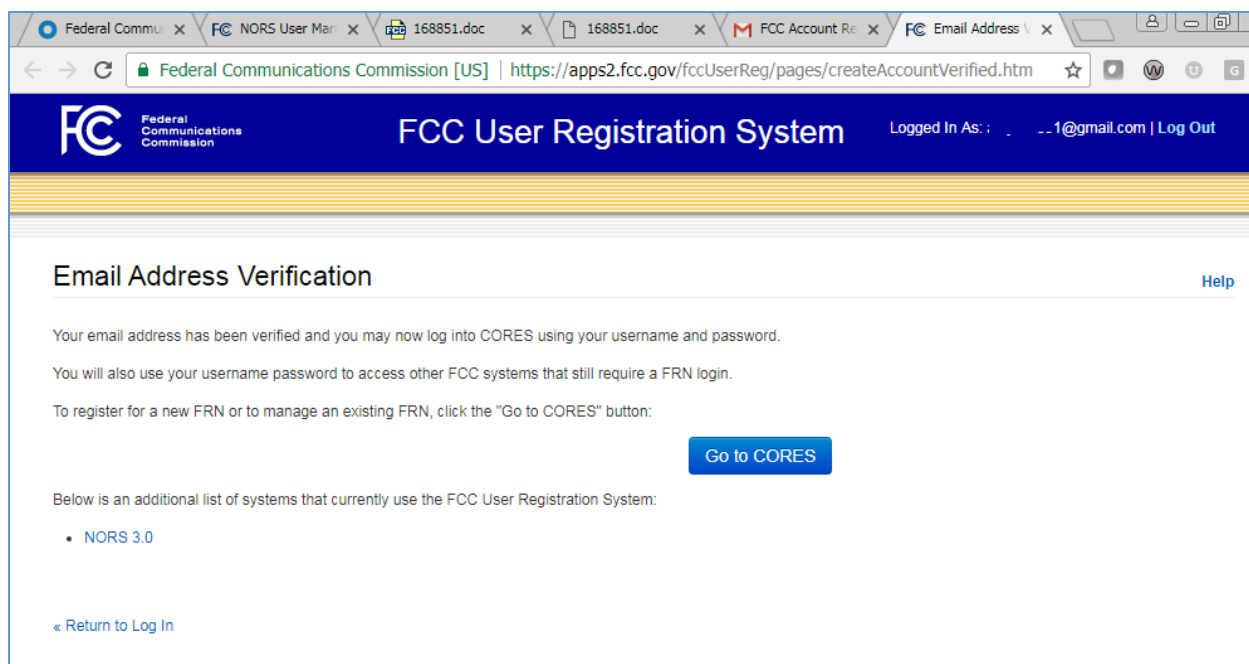
Figure 4: Email Address Verification

2.2 FRN Management in CORES

FCC Registration Number (FRN) is a 10-digit number that is assigned to a business or an individual registering with the FCC. This unique number is used to identify the registrants' business dealings with the FCC and in the context of ETRS, securely gives you access to data that you have entered using your FRN(s). Use of FRN(s) ensures that you are accessing the information associated with your current and previous filings. The FRN(s) also ensure that no unauthorized persons can access your ETRS records.

To file in ETRS, filers must have one or more FRN(s) associated with the FCC account of the EAS Participant. For additional information on CORES, review the CORES FAQ page or the CORES user manual. If you need assistance with your FRN, contact the FRN Help Desk.

2.2.1   Associate Username to Existing FRN

- Log into CORES using your Username and Password at:
  https://apps.fcc.gov/cores/userLogin.do.

Figure 5: CORES Login Page

- Click on the "Associate Username to FRN" link.

Figure 6: Associate Username to FRN

- Enter the existing FRN you wish to associate with your Username.
- Enter a "Comment" that justifies your request to associate to this FRN.
- Click on the "Continue" button.
- If you are the first user associating to this FRN or you know the FRN-password, select "Yes. Here is the password:" and type in the password for the FRN. If the FRN already has an FRN Administrator and you do not know the FRN-password, select "No. Send a request to the FRN Administrator for association approval."
- Click on the "Submit" button.
- If you sent a request to the FRN Administrator, contact the person(s) in your organization that has "Administrator" permission to the FRN to ensure that they have approved your request.
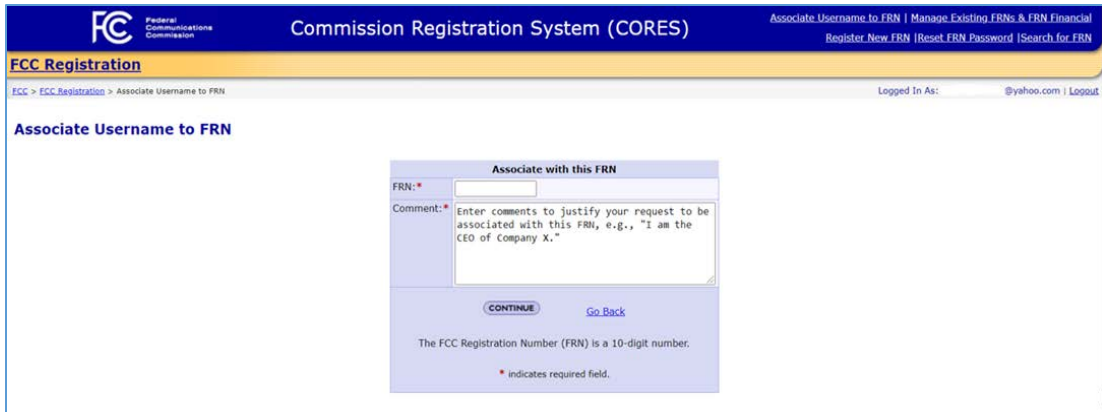
Figure 7: Enter FRN and Comment

2.2.2 Create New FRN in CORES

- Log into CORES using your Username and Password at:
  https://apps.fcc.gov/cores/userLogin.do.
- Click on the "Register New FRN" link.
- Select an appropriate "Registrant Type" and confirm the contact address is within the United States or its territories.

Figure 8: FRN Registration – Registrant Type

- Select "Continue" to register for an FRN. You will see the next section of the FRN registration displayed on the screen; fill out all mandatory sections marked with a red asterisk.

Figure 9: FRN Registration

- Once you have completed and read both the Privacy Act of 1974 and the Paperwork Reduction Act of 1995 notices, please select "Submit."
- Once you have selected "Submit," you will receive a notification on screen of your FRN with the associated date/time stamp of issuance.

Figure 10: FRN Registration Confirmation

2.2.3   Approve FRN Association Request (FRN Administrators only)

- Log into CORES using your Username and Password at https://apps.fcc.gov/cores/userLogin.do.
- Click on the "Manage Existing FRN(s)" link.
- Click on the "Manage FRN(s)" link.
- Click on the "FRN Association Requests" tab.
- Click on the "Approve/Reject" link to the right of the appropriate FRN.
- Select an appropriate "Status."
- Select an appropriate "Permission Level."
- Select whether to grant a "Manage Financial Info Permission."
- Enter a "Comment" that justifies the request to associate to this FRN.
- Click on the "Submit" button.

2.3 Login to ETRS

- Visit the FCC homepage (https://www.fcc.gov/) and select "ETRS" under the "Licensing & Databases" menu, or visit the ETRS page https://www.fcc.gov/general/eas-test-reporting-system
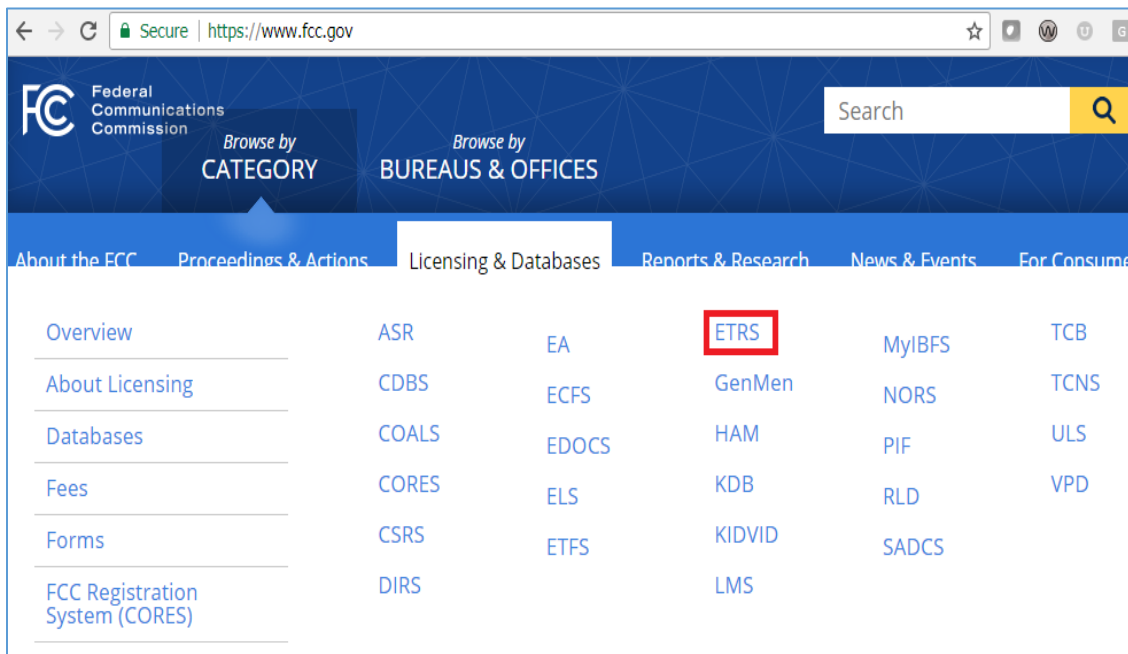
Figure 11: ETRS Link from FCC Homepage

- Scroll down on the EAS Test Reporting System menu.

Figure 12: ETRS application main menu

- Click on the link to the ETRS login from the homepage.
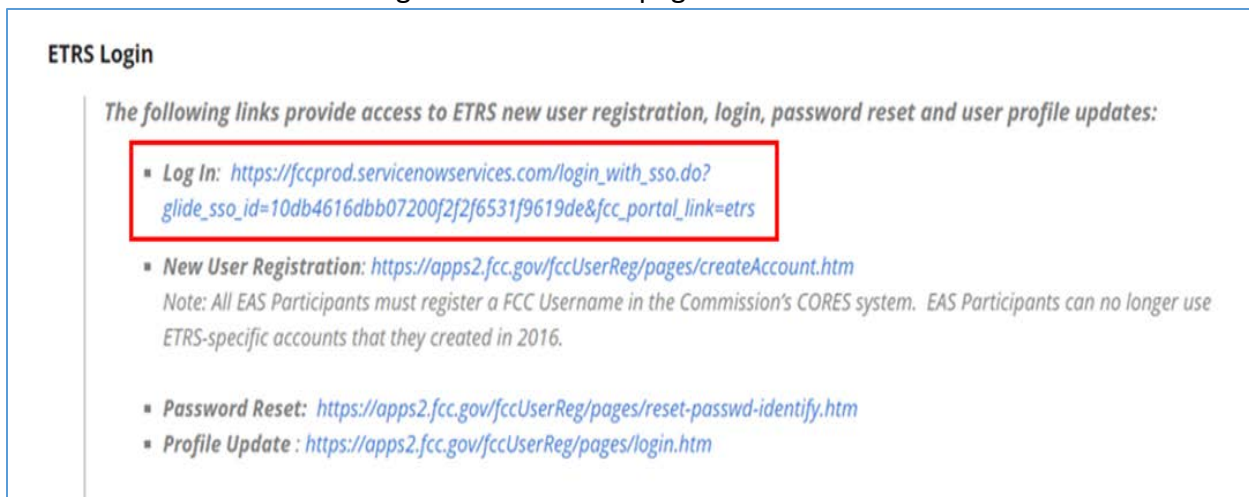
Figure 13: ETRS Link to Production Environment

- Log into the ETRS system using the credentials created in the User Registration System.
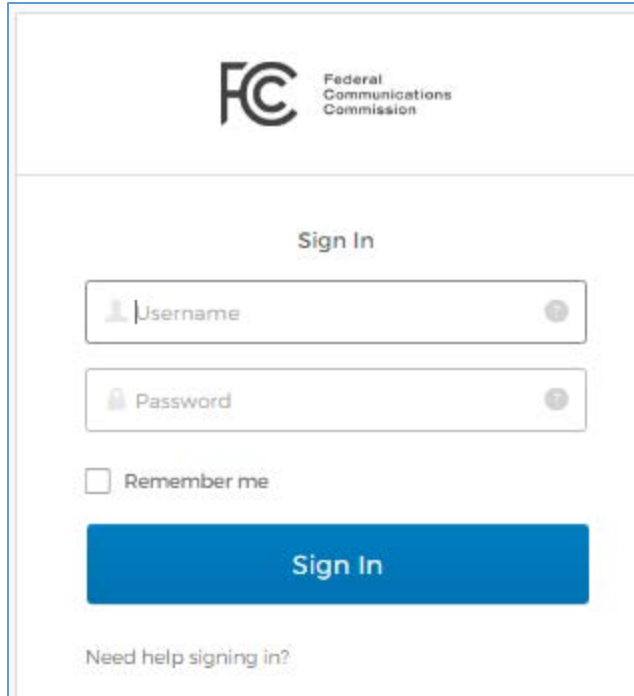
Figure 14: ETRS Login

- Logging in will bring you to the ETRS homepage.
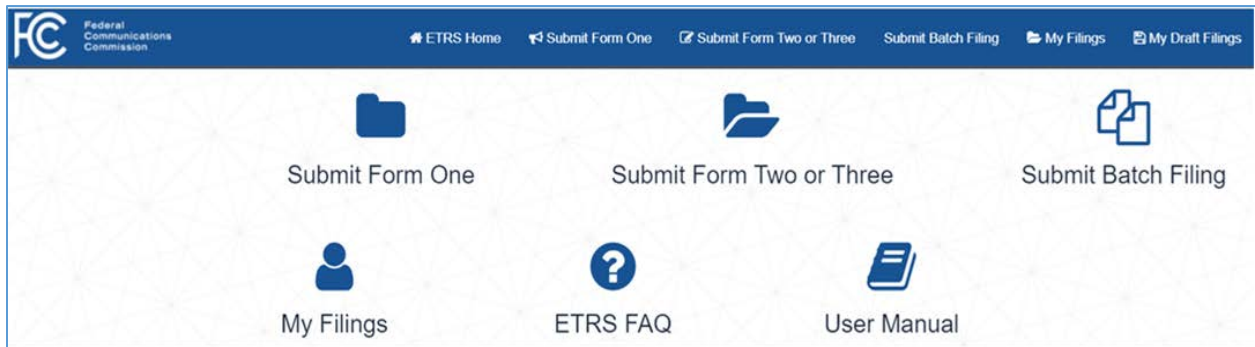
Figure 15: ETRS Homepage

2.4 ETRS Header (Navigational Menu)

Components of ETRS menu includes the following: Home, Submit Form One, Submit Form Two or Three, Submit Batch Filing, My Filings, My Draft Filings, Documentation and Profile Settings (represented by your name or profile icon).

Figure 16: ETRS Menu

ETRS Home: Allows the user to access the ETRS Homepage.

Submit Form One: Allows the user to file Form One when the Form One filing window is open.

Submit Form Two or Three: Allows the user to submit Form Two and Form Three when their respective filing windows are open.

Submit Batch Filing: Allows the user to submit multiple forms at the same time by completing and uploading a template spreadsheet.

My Filings: Displays a list of and link to filer's submitted filings.

My Draft Filings: Contains the filings that a filer has saved as a draft but not yet submitted.

User Documentation: Contains supporting documentation for the ETRS application.

2.5 ETRS Home

ETRS Homepage consists of links to forms, ETRS Test Cycle, and EAS Test Records.

Figure 17: ETRS Homepage

2.5.1 Homepage Without Associated FRN(s)

Filers will need to have an associated FRN to take any actions and submit filings. If you have no associated FRN(s), you will see a message in the top portion of the ETRS Content Pane that will read, "There are no FRNs associated to your account in CORES - which means that you will not be able to submit filings in ETRS. Please log into CORES to associate your account to existing FRN(s) or register for a new FRN: CORES."
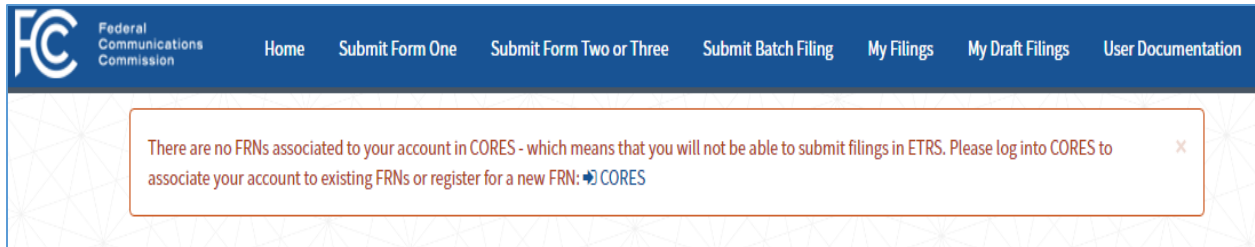
Figure 18: No-FRN Associated Notification

To associate your account with an FRN and proceed with submitting your filings, please refer to [FRN Management](#) section.

2.5.2 ETRS Test Cycles

An ETRS Test Cycle represents a time period during which the database will be open to receive the three ETRS forms, Form One, Two, and Three. This section displays a list of all available test cycles and ethe dates during which the system will accept filings for that particular cycle, also called filing windows. The dates referenced in this section will change from year to year depending on when the nationwide EAS test occurs.

☰ ETRS Test Cycles									
Test Cycle Name	Form One Starts	Form One Ends	Form One Update Ends	Form Two Starts	Form Two Ends	Form Two Update Ends	Form Three Starts	Form Three Ends	Form three Update Ends
Internal -UAT Test 2021	2021-05-07 12:00:00	2021-06-18 23:59:59	2021-06-20 23:59:59	2021-05-10 11:24:01	2021-07-02 23:59:59	2021-07-04 23:59:59	2021-05-17 14:46:49	2021-07-09 23:59:59	2021-07-11 23:59:59

⟨ ⟩ Rows 1 - 1 of 1

Figure 19: ETRS Test Cycles in Homepage

Selecting one of the listed test cycle names will provide additional information on that test cycle.

Figure 20: ETRS Test Cycle Details with Related EAS Test Records

2.5.3   EAS Test Records

EAS Test Records will display a list of previously entered test records. Dates displayed below are for illustration purposes; each user will see their particular data for the given form and test cycle.

Figure 21: EAS Test Records in Homepage

Selecting an EAS Record will allow the user to view additional information about the record.

Figure 22: Detail of EAS Test Record

2.6 Submit Form One

There are two ways to access "Submit Form One" from the menu and homepage.
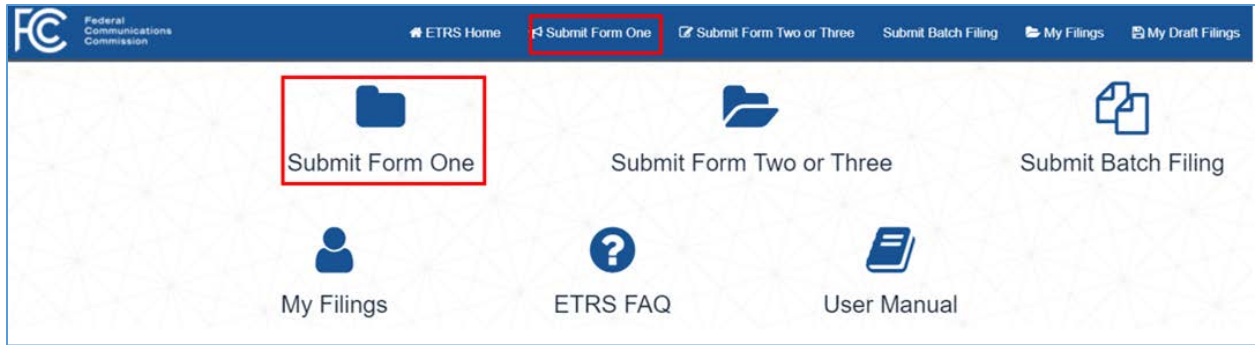
Figure 23: Access Submit Form One

Selecting Submit Form One will open the "Form One – Identifying and Background Information" page where filers can start filling out Form One information.

Each EAS Participant should file a separate copy of Form One for each its EAS decoders, EAS encoders, and units combining such decoder and encoder functions. For example, if you are filing for a broadcaster (or cable headend) that uses two units combining decoder and encoder functions, you should file two copies of Form One. If your EAS Participant shares an EAS encoder/decoder with another EAS Participant, each EAS Participant should file its own copies of Form One for that EAS encoder/decoder.
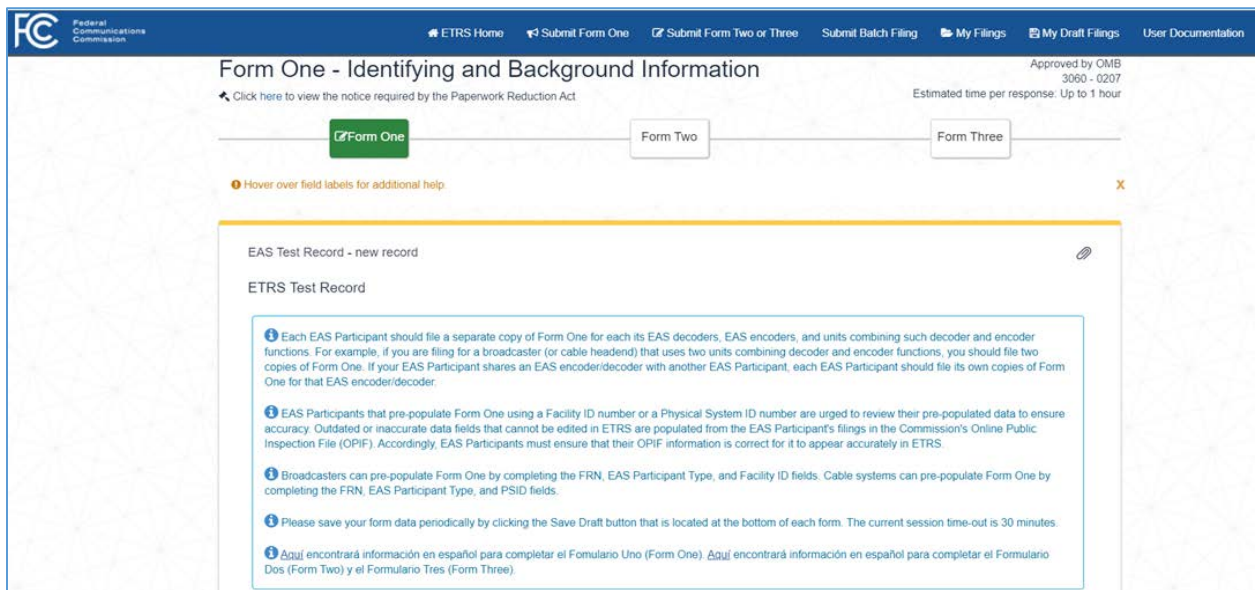
Figure 24: Form One - Identifying and Background Information

2.6.1 Form One - Test Cycle

The Test Cycle field will display all the available active test cycles.

Figure 25: Form One - Test Cycle field

Once you select a test cycle from the available drop down option, the form progress bar will display the opening and closing dates of each Form, including start, end and update end dates.

Figure 26: Form Progress Bar with Test Cycle Dates

2.6.2 Form One - Participant Information

The Participant Information section will request the following information: FRN, EAS Participant Type, Facility ID, Call Sign, Physical System ID (PSID), Description of EAS Participant, City of License, County of License, State of License, Legal Name of EAS Participant, and Owner of EAS Participant.

Figure 27: Form One - Participant Information

2.6.2.1 Participant Information - FRN selection

Select the FRN for which you are filing. If the FRN is missing, you will need to associate yourself to the FRN in CORES, refer to FRN Management section.

2.6.2.2 Participant Information - EAS Participant Type

Depending on the EAS Participant Type, the information collected will be different. If EAS Participant Type is Radio Broadcaster or Television Broadcaster then the following information will be required: Facility ID and Call Sign.

Figure 28: EAS Participant Type - Facility ID & Call Sign

If EAS Participant Type is Cable System, Wireless Cable System, or Cable Reseller then the following information will be required: Physical System ID (PSID)

Figure 29: EAS Participant Type - PSID

If EAS Participant Type is Direct Broadcast Satellite, IPTV Provider, Video System, or Other then the following information will be required: Description of the EAS Participant.

Figure 30: EAS Participant Type - Description

2.6.2.3   Participant Information - Owner and Legal Name of EAS Participant

- Legal Name of EAS Participant: This is typically the name of the licensee for which you are filing.
- Owner of EAS Participant: If this EAS Participant is owned by a larger entity, you may provide the entity's name here.

Figure 31: EAS Participant - Owner and Legal Name

2.6.2.4 Participant Information - Auto-populate from ServiceNow system by Facility ID

Radio Broadcaster and Television Broadcaster EAS Participant types have a Facility ID search feature which assists users in auto-populating the Form One with information from ServiceNow system. Auto-population takes effect once a user selects the FRN, EAS Participant, and Facility ID. Information from the ServiceNow system will auto-populate the Call Sign, City of License, County of License, State of License, Legal Name of EAS Participant, Latitude (NAD83), and Longitude (NAD83) fields.

If the data is auto-populated from ServiceNow system, the user can edit that information.

Figure 32: Auto-populated Based on FRN and Facility ID

If there is no data associated with the FRN and Facility ID, you will be advised of this with the message "Data is not available for pre-population based on your selected FRN and Facility ID."

Figure 33: Auto-population Not Available Based on FRN and Facility ID

2.6.2.5   Participant Information - Auto-populate from ServiceNow system PSID

Cable System, Wireless Cable System, and Cable Reseller EAS Participant types have a PSID search feature which assists users in auto-populating the Form One with information from the ServiceNow platform. The auto-population feature takes effect once a user selects the FRN, EAS Participant, and PSID. Information from the ServiceNow platform will auto populate the Call Sign, City of License, County of License, State of License, Legal Name of EAS Participant, Latitude (NAD83) and Longitude (NAD83) fields.

If the data is auto-populated from ServiceNow, the user can still edit that data (e.g., City of License, County of License, State of License, Legal Name of EAS Participant, Latitude (NAD83) and Longitude (NAD83).

Figure 34: Auto-populated Based on FRN and PSID

If there is no data associated with the FRN and PSID, you will be advised of this with the message "Data is not available for pre-population based on your selected FRN and PSID."

Figure 35: Auto-population not Available Based on FRN and PSID

2.6.3   Form One - Emergency Alert System

The Emergency Alert System section will request the following information: Make and Model, Software version, Equipment, Community Unit IDs (CUIDs) Served by this Equipment, EAS Designation, First EAS Monitoring Assignment, Second EAS Monitoring Assignment, Are either of these sources monitored pursuant to a Commission waiver? Other Monitored Sources, Does this equipment monitor FEMA IPAWS?, Primary Language(s) in Service Area.

Figure 36: Form One – Emergency Alert System

2.6.3.1 Emergency Alert System – Equipment Information

Select a Make and Model and a Software Version to add an encoder/decoder or intermediary device to this form. Once you have finished making your selections, the system will automatically add your entry to the equipment field. If your EAS Participant uses multiple types

of equipment, please provide them all. The Make and Model field will provide the values for the EAS Participant to select for equipment:
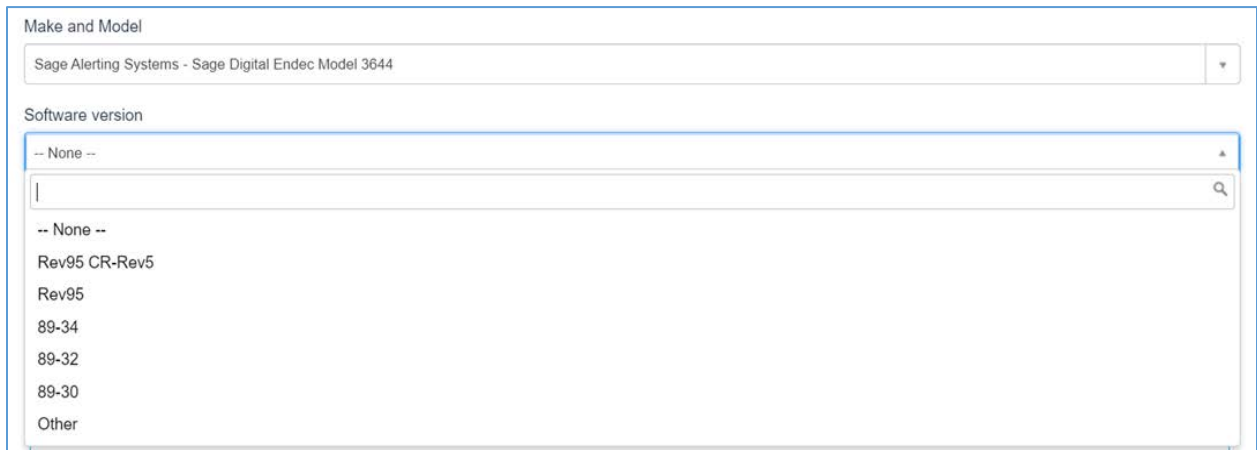
Figure 37: Emergency Alert System – Equipment Make and Model

After selecting the Make and Model, selecting the Software Version is mandatory and will be listed under the Make and Model field. Once you select a choice for Software Version, that choice will populate the Equipment field.

Figure 38: Emergency Alert System - Equipment Software Version

The Equipment field will be populated with the selected Make and Model and Software Version. You can provide multiple pieces of equipment by selecting multiple combinations of Make and Model and Software Version.
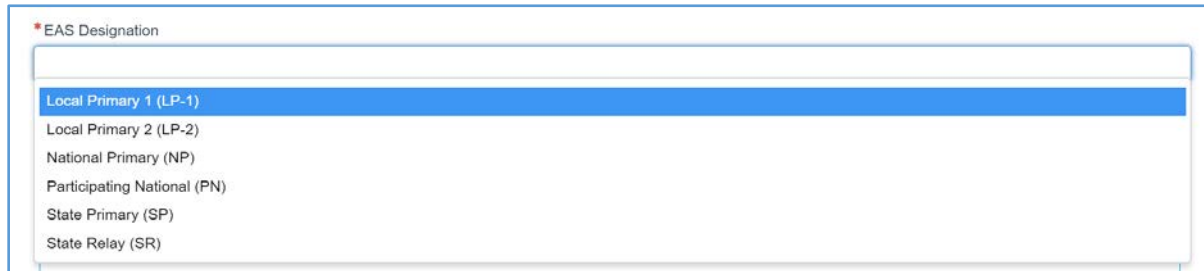
Figure 39: Emergency Alert System - Equipment

2.6.3.2   Emergency Alert System – EAS Designation

Please select all applicable EAS Designations for this facility from the dropdown menu. Most EAS Participants only serve as Participating Nationals. Please review your state's EAS Plan to determine whether any additional designations apply to your EAS Participant. You can add designations after the first by clicking on the data entry field again.

Figure 40: EAS Designation Menu

2.6.3.3   Emergency Alert System – Monitoring Assignments
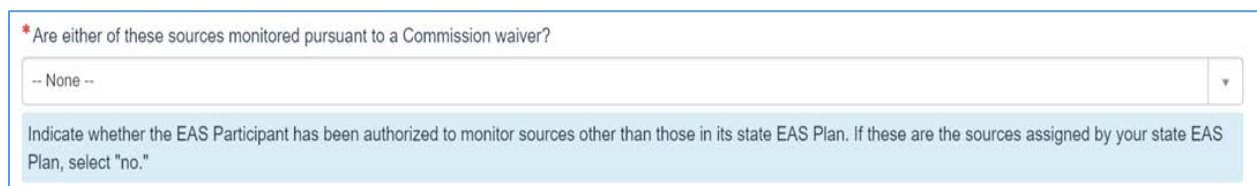
- First EAS Monitoring Assignment and Second EAS Monitoring Assignment: Your EAS Participant's first, second, and other monitoring assignments can be found in your state's EAS Plan. To enter a monitoring assignment, type the first four characters of its call sign, then select the correct source from the provided list.

Figure 41: Emergency Alert System - First and Second Monitoring Assignment

- Are either of these sources monitored pursuant to a Commission Waiver?: Indicate whether the EAS Participant has been authorized to monitor sources other than those in its state EAS Plan. If both the first and second sources are the same sources assigned by your state EAS Plan, select "no."

Figure 42: Emergency Alert System - Sources Monitored Pursuant to a Commission Waiver

- Other Monitoring Sources: Enter all additional sources of emergency alerts that your EAS equipment monitors.

Other Monitored Sources

You can add additional sources after the first by clicking on the field again. EAS Participants may manually add missing call signs by inputting them into the "Other Monitored Sources"

Figure 43: Other Monitored Sources

Filers can enter a new Monitored Source if they are unable to locate the desired values in the following fields: "First Monitoring Source, Second Monitoring Source, and Other Monitoring Sources." To add the value, select, "**Is Your Monitored Source Missing? Click here to add a new Monitored Source.**"

🛈 Is your Monitored Source missing? Click here to add a new Monitored Source

Figure 44: Is Your Monitored Source Missing?

Add Monitored Source
Use this page to create a new Monitored Source.

Monitored Source names must be completely unique. For example, 'Monitored Source' and 'monitored_Source' are not unique values. For a new monitored source to be created the name must have a combination of letters that does not exist in the system already.

*New Monitored Source Name

Submit

Required information New Monitored Source Name

Figure 45: Add Monitored Source

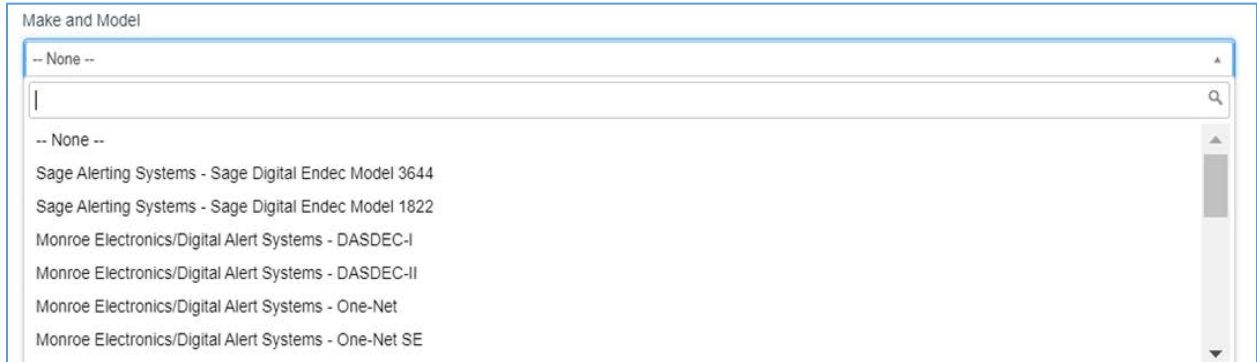- Does this equipment monitor FEMA IPAWS?: FEMA IPAWS is the Federal Emergency Management Agency's Integrated Public Alert and Warning System. Use the dropdown menu to choose "Yes" or "No."

Figure 46: Does This Equipment Monitor IPAWS?

- Primary Language in Service Area: Choose a language from the dropdown menu. You can add additional languages after the first by clicking on the information box again.

Figure 47: Primary Language in Service Area

2.6.4 Form One - Transmitter Location

The Transmitter Location section will request the following information: Geographic Zones of Service, Latitude (NAD83), Longitude (NAD83), Transmitter City, Transmitter County, Transmitter State.

Figure 48: Form One: Transmitter Location

2.6.4.1   Transmitter Location – Geographic Zone

- Geographic Zones of Service: In your state EAS Plan, you will find that your state is divided into several operational areas. Please enter the operational area(s) to which your EAS Participant provides service. You can add additional areas after the first by clicking on the data entry field again.

Figure 49: Transmitter Location - Geographic Zone

EAS Participants can enter a new Geographic Zone if they are unable to locate a value. To add the value, select, "**Is Your Geographic Zone Missing? Click here to add a new Geographic Zone.**"
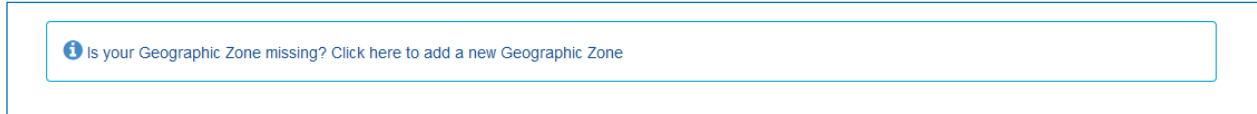
Figure 50: Transmitter Location - Missing Geographic Zone?

Figure 51: Transmitter Location - Add New Geographic Zone

2.6.4.2 Transmitter Location – Latitude & Longitude

Please provide the facility's latitude and longitude of your EAS Participant`s antenna that transmits emergency alerts to the public using the North American Datum of 1983 (NAD83) in decimal format. If you need guidance to convert your latitude or longitude from Degrees Minutes Seconds or NAD27, please visit: https://www.fcc.gov/media/radio/dms-decimal.

Once the values are entered in the latitude and longitude fields, you will be provided with an option to "Confirm Location."

Figure 52: Transmitter Location - Confirm Location

Selecting the "Confirm Location" button will provide a map to visually confirm and accept the location.

Figure 53: Transmitter Location - Confirm Location Map

Provide the Transmitter City, Transmitter County and the Transmitter State. If your EAS Participant's transmitter is not located within a city or other municipality, enter "N/A for the Transmitter City."

Figure 54: Transmitter Location - City, County, and State

2.6.5   Form One - Receiver Location

Enter the location of the antenna that your EAS Participant uses to monitor for emergency alerts transmitted by other EAS Participants.

Figure 55: Receiver Location

2.6.6   Form One - Filer and Day of Test Contact Information

In the Filer Contact Information section, provide the contact information of the EAS Participant for which filer is filling out the active test form.

Contact information includes the following information: First Name, Last Name, Phone Number, Mobile Phone Number, Email Address, Alternate Email Address, Street Address, City, State, and Zip Code.

Figure 56: Filer Contact Information

If the Day of Test Contact is different from the Filer (the user that is filling out the active test form), select "No" for the field "Is this person the EAS Participant's Day of Test Contact?" in the Filer Contact Information section.

Figure 57: Filer and Day of Test Contact is Different

In the Day of Test Contact Information section, provide the contact information of the individual that is available on the day of the test.

Contact information includes the following information: First Name, Last Name, Phone Number, Mobile Phone Number, Email Address, Alternate Email Address, Street Address, City, State, and Zip Code.

Figure 58: Day of Test Contact Information

If the Filer and Day of Test Contact is the same, select "Yes" for the field "Is this person the EAS Participant's Day of Test Contact?" in the Filer Contact Information section. Once "Yes" is

selected, the Day of Test Contact section will be read only and auto populated with the filer's information.

Figure 59: Day of Test Contact Information Auto Populated from Filer Contact

2.6.7   Form One - Certification

Read and accept the certification statement by selecting the certify checkbox: "**I certify the information on this form is true and accurate.**"

Figure 60: Certify Accuracy

2.6.8 Form One - Required Fields

Mandatory fields are indicated with a red asterisk.

Figure 61: Required Field with Red Asterisk

EAS Participants will not be allowed to submit any of the related forms until all mandatory information fields are completed. Upon submitting an incomplete form, you will receive an on-screen alert for the fields that are required.

The following fields are incomplete:

Test Cycle
FCC Registration Number (FRN)
EAS Participant Type
City of License
County of License
State of License
Legal Name of EAS Participant
Equipment
EAS Designation
First EAS Monitoring Assignment
Second EAS Monitoring Assignment
Are either of these sources monitored pursuant to a Commission waiver?
Does this equipment monitor FEMA IPAWS?
Latitude (NAD83)
Longitude (NAD83)
Transmitter City
Transmitter County
Transmitter State
Receiver Address Line 1
Receiver City
Receiver County
Receiver State
...

OK

Figure 62: Required Field Validation Message

2.6.9   Form One - Submission Confirmation

Once all the required fields are filled out and ready to submit, select the "Submit Form One" button.
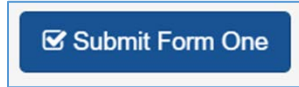
Figure 63: Submit Form One Button

Once Form One is successfully submitted, you will receive a confirmation message. It will read as follows with your ETRS test record number: "You've submitted EAS Test Record – ETRS#####. You can find this record later by navigating to 'My Filings.'" Reference the filing number when accessing the record in ETRS.
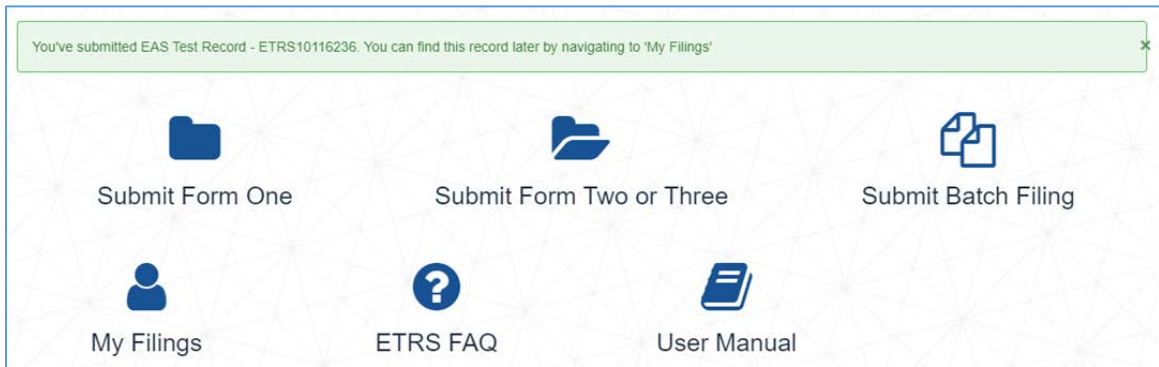
Figure 64: Form One Submission Confirmation Message

A confirmation email will be sent to the user.

Thank you for using ETRS. Your Form One has been successfully submitted.

Submitted By: d____@____.org
Submitted At: 2021-05-18 17:04:00 GMT
Test Cycle: Internal -UAT Test 2021
Record Number: ETRS10116236
Facility ID Number: 40
Callsign: W

You can view your submission notes by visiting ETRS10116236.

If there are any further questions, please contact us at "etrs@fcc.gov".

Thanks,
Public Safety & Homeland Security Bureau
FCC

This is an automated message. Please do not reply.

Ref:MSG6613552

Figure 65: Form One Submission - Email Confirmation

2.7 Accessing "Submit Form Two or Three"

In order to begin Form Two or Three, you must submit Form One. There are two ways to access "Submit Form Two or Three" from the menu and homepage.
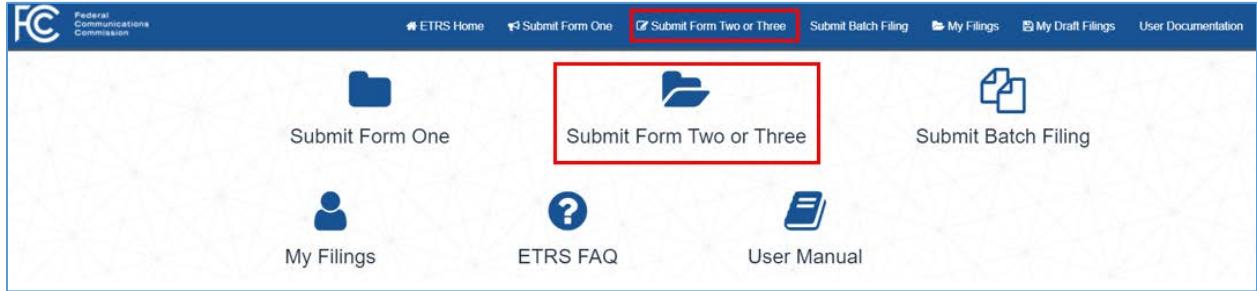
Figure 66: Access Form Two or Three

The "Submit Form Two or Three" page will provide guidance on filing Form Two and Form Three as well as display the list of EAS Test Records for you to proceed further.
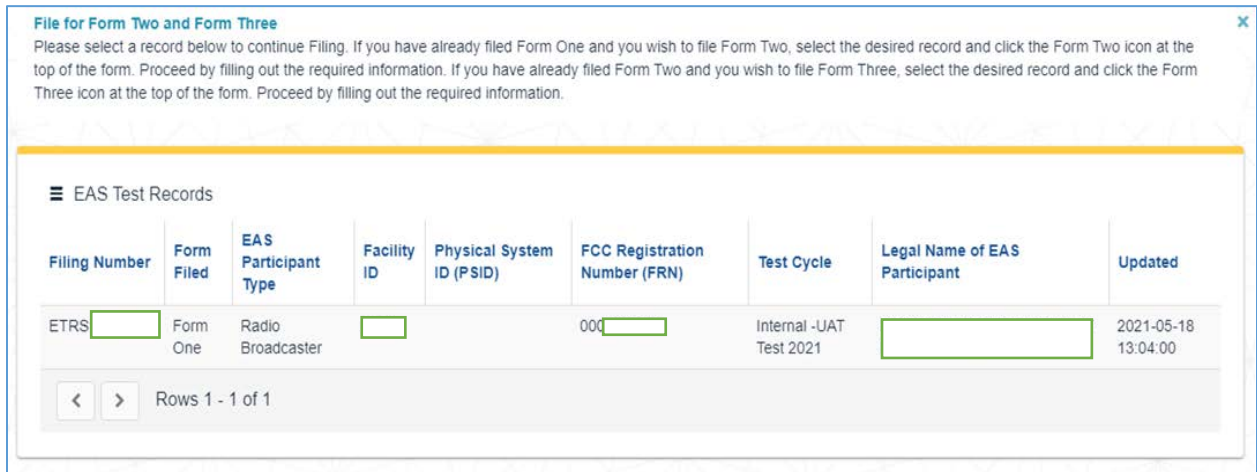
Figure 67: Submit Form Two or Three - EAS Test Records

The instructions for filing Forms Two and Three read: Please select a record from the list to continue filing. If you have already filed Form One and you wish to file Form Two, select the desired record and click the Form Two icon at the top of the form. Proceed by filling out the required information. If you have already filed Form Two and you wish to file Form Three, select the desired record and click the Form Three icon at the top of the form. Proceed by filling out the required information.
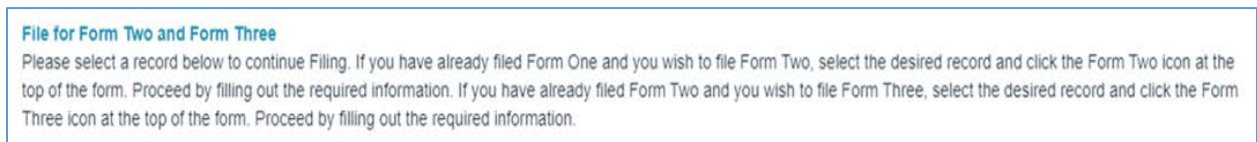
Select a record that you would like to file for Form Two or Three from the EAS Test Records. The "Form Filed" column will display the current stage of the form.

Figure 69: Submit Form Two or Three - Form Filed

Selecting the record will lead to a display of the current stage of the file. For example, if Form Filed is Form One, it will open Form One of the EAS Test Record. The stage is visible on the form progress bar as well as the title of the page.

Figure 70: EAS Test Record Opens the Stage of Form Filed

If you would like to file for Form Two, select the "Form Two" icon from the form progress bar.

Figure 71: Form Two Selected for Filing

If you would like to file for Form Three, select the "Form Three" icon from the form progress bar.

Figure 72: Form Three Selected for Filing

2.7.1   Submit Form Two

Form Two collects information on the day of test. Specifically, it requests filer contact information and responses to the questions: "Did this facility receive the EAS test message?" and "Did this facility retransmit the EAS test message to the public?"

2.7.1.1   *Form Two – Test Cycle and Participant Information*

Test Cycle and Participant Information provided in Form One will be displayed on Form Two as read-only.

Form Two - Day of Test Reporting

Click here to view the notice required by the Paperwork Reduction Act

Form One	Form Two	Form Three
⊘ Start: 2021-06-11 13:30:00 (1)	⊘ Start: 2021-08-11 18:20:00 (1)	⊘ Start: 2021-08-11 18:20:00 (1)
⊘ End: 2021-07-07 03:59:59 (1)	⊘ End: 2021-08-13 03:59:59 (1)	⊘ End: 2021-09-28 03:59:59 (1)
⊘ Update End: 2021-08-06 03:59:59 (1)	⊘ Update End: 2021-08-13 03:59:59 (1)	⊘ Update End: 2021-09-28 03:59:59 (1)

☰ ETRS10120941

ETRS Test Record

* Test Cycle

ⓘ | 2021 Nationwide EAS Test

Participant Information

* FCC Registration Number (FRN)

ⓘ | 000

* EAS Participant Type

Cable System

Physical System ID (PSID)

* City of License

* County of License

* State of License

ⓘ | WI

* Legal Name of EAS Participant

Owner of EAS Participant

If this EAS Participant is owned by a larger entity, you may provide the entity's name here.

EAS Message

* Did this facility receive the EAS test message?

Yes

* Did this facility retransmit the EAS test message to the public?

Yes

Filer Contact Information

* Filer First Name

* Filer Address Line 1
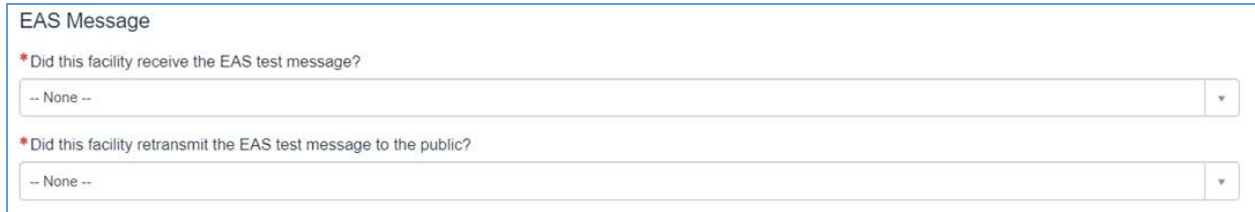
* Filer Last Name

Filer Address Line 2

Figure 73: Form Two - Test Cycle and Participant Information

2.7.1.2 Form Two - EAS Message

The main information that is collected in Form Two is the "EAS Message": "Did this facility receive the EAS test message?" and "Did this facility retransmit the EAS test message to the public?" Use the dropdown menus to choose from the options displayed.

Figure 74: Form Two - EAS Message

2.7.1.3 Form Two – Filer Contact Information

Filer Contact Information is auto-populated from Form One. You may update Form One's 'Filer Information' while completing Form Two. The changes made on Form Two for the filer will reflect on Form One.

Figure 75: Form Two - Filer Contact Information

2.7.1.4 Form Two - Certify

Read and accept the certification statement by selecting the certify checkbox: **"I certify the information on this form is true and accurate."**

Figure 76: Certify Accuracy

2.7.1.5   Form Two – Submission Confirmation

Once all the required fields are complete and ready to submit, select the "Submit Form Two" button.
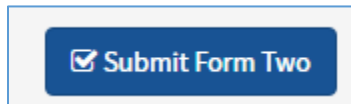
Figure 77: Submit Form Two Button

Once Form Two is successfully submitted, it will read as follows with your ETRS record number: "You've successfully submitted Form Two for EAS Test Record – ETRS#####." Reference the filing number when accessing the filing in ETRS.
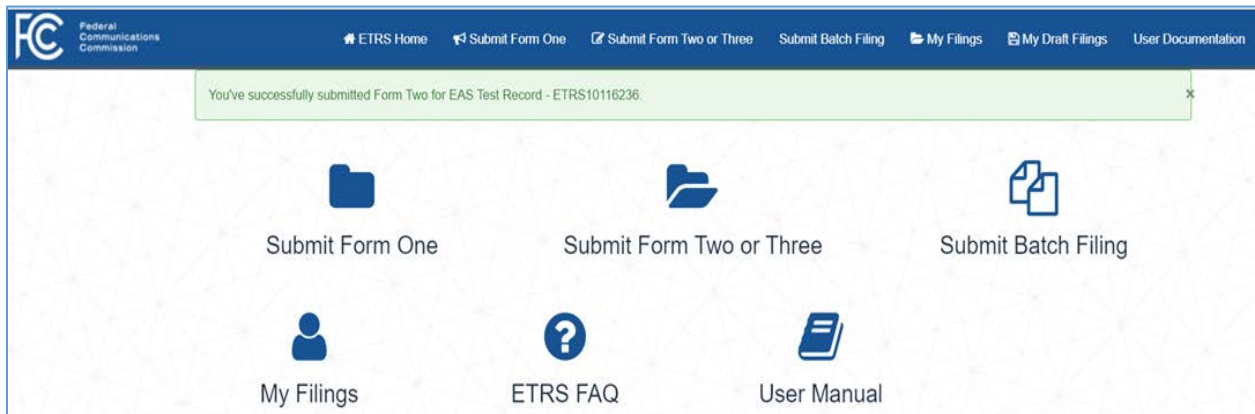
Figure 78: Form Two Submission Confirmation Message

Email confirmation will be sent to user.

Thank you for using ETRS. Your Form Two has been successfully submitted.

Submitted By: d_____@_____.org
Submitted At: 2021-05-18 18:51:08 GMT
Test Cycle: Internal -UAT Test 2021
Record Number: ETRS10116236
Facility ID Number:____40
Callsign: W_____

You can view your submission notes by visiting ETRS10116236.

If there are any further questions, please contact us at "etrs@fcc.gov".

Thanks,
Public Safety & Homeland Security Bureau
FCC

This is an automated message. Please do not reply.

Ref:MSG6613563

Figure 79: Form Two Email Confirmation

2.7.2   Submit Form Three

Form Three collects detailed information of the test reporting. Most Form Three information can be found in your EAS equipment's logs. The two questions and answers ("Did this facility receive the EAS test message?" and "Did this facility retransmit the EAS test message to the public?") from Form Two are carried over to Form Three and are editable.

2.7.2.1   Form Three – Test Cycle and Participant Information

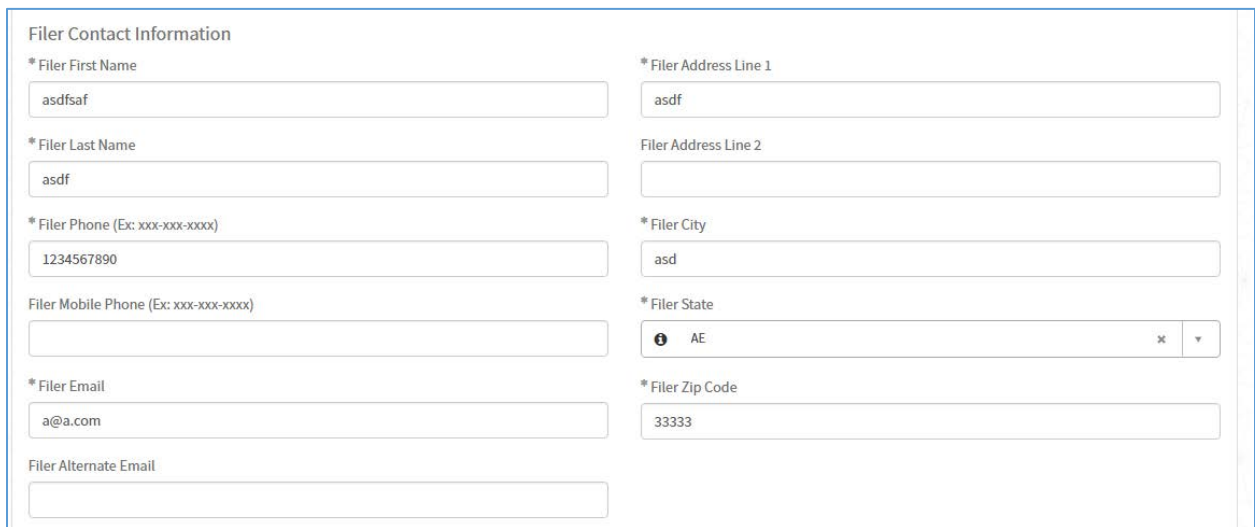Test Cycle and Participant Information provided in Form One will be displayed on Form Three as read-only.

Figure 80: Form Three - Test Cycle and Participant Information

2.7.2.2 Form Three – Receipt of EAS Message

Receipt of EAS Message carries forward the following question and answer from Form Two: "Did this facility receive the EAS test message?"

If the selected answer is "No," the following fields will be required: Receipt Explanation.

Figure 81: Receipt of EAS Message - Answered as No

If the answer is selected as "Yes", the following fields will be displayed:

- From which source(s) did this facility receive the EAS test message?
- Identify the source from which this facility first received the EAS test message
- Date and Time of Receipt of First Message
- Receipt Time Zone
- Language(s) of EAS Message Receipt
- No complications with Receipt
- Receipt Equipment configuration issues
- Receipt Software out-of-date
- Receipt Equipment failure
- Receipt Audio quality issues
- Receipt User error
- Receipt Other
- Receipt Explanation

For the fields "**From which source(s) did this facility receive the EAS test message?**" and **"Identify the source from which this facility first received the EAS test message"** you can add additional sources after the first by clicking on the data entry fields again.

Figure 82: Add Source to receive EAS test message

For the field "**Language(s) of EAS Message Receipt**" you can add additional languages after the first by clicking on the data entry field again and choosing from the dropdown menu.

Figure 83: Language of EAS Message Receipt

The following fields will be checkboxes: **"No complications with Receipt", "Receipt Equipment configuration issues", "Receipt Software out-of-date", "Receipt Equipment failure", "Receipt Audio quality issues", "Receipt User error" and "Receipt Other."**

If you select "No complications with Receipt" the remaining checkboxes becomes disabled, as the two choices are mutually exclusive.

Figure 84: Receipt of EAS Message - Answered as Yes

2.7.2.3   Form Three – Retransmission of EAS Test Message

Retransmission of EAS Message carries forward the following question and answer from Form Two: "Did this facility retransmit the EAS test message to the public?"

If the answer "No" is selected, the following fields will be required: Retransmission Explanation.

Figure 85: Retransmission of EAS Test Message - Answered as No

If the answer is selected as "Yes", the following fields will be displayed:

- Date and Time of Retransmission of EAS Test Message
- Retransmission Time Zone
- Language(s) of EAS Message Retransmission
- No complications with retransmission
- Retransmission Equipment configuration issues
- Retransmission Software out-of-date
- Retransmission Equipment failure
- Retransmission User error
- Retransmission Other
- Retransmission Explanation

Retransmission Time Zone field will be populated if the Receipt Time Zone value is provided.

For the field "**Language(s) of EAS Message Receipt**" you can add additional languages after the first by clicking on the data entry field again.
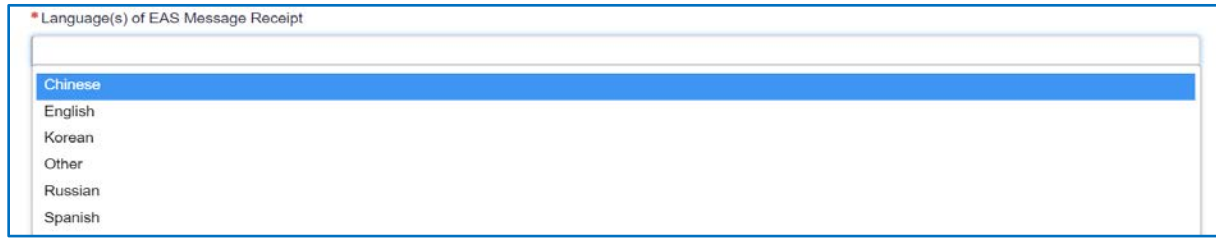
The following fields will be checkboxes: **"No complications with retransmission," "Retransmission Equipment configuration issues", "Retransmission Software out-of-date," "Retransmission Equipment failure," "Retransmission User error," and "Retransmission Other."**

If you select "No complications with retransmission" the remaining checkboxes become disabled, as the two choices are mutually exclusive.
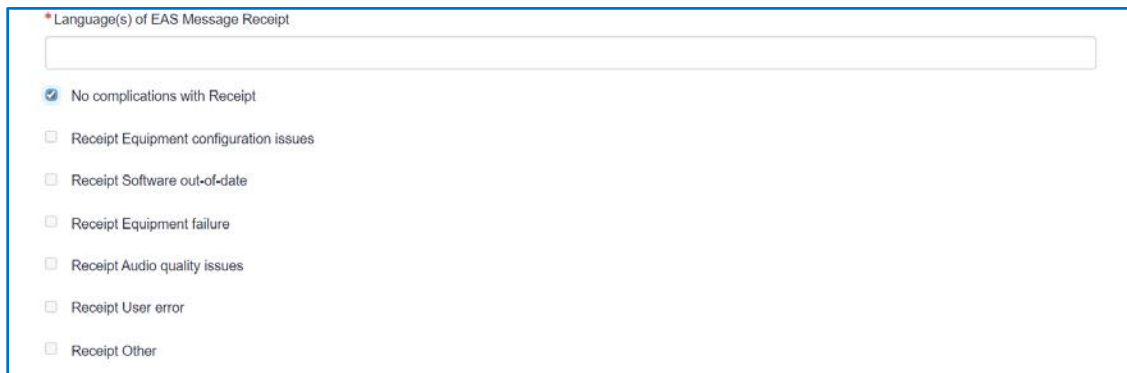
Figure 86: Retransmission of EAS Test Message - Answered as Yes

2.7.2.4 Form Three – Filer Contact Information

Filer Contact Information is auto-populated from Form One. You may update the Filer Information in Form Three. Note that the changes made on Form Three for the Filer will reflect on Form One and Form Two.
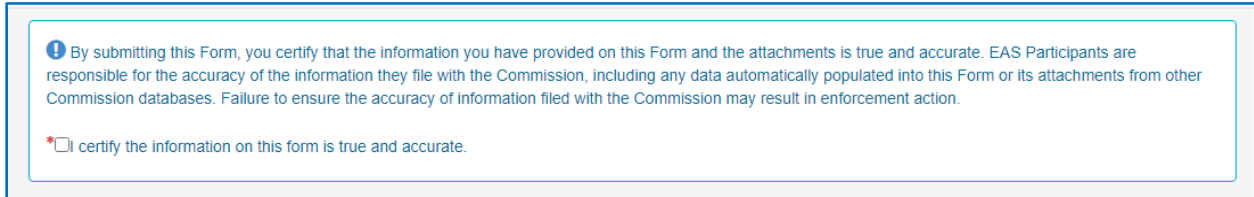
Figure 87: Form Three - Filer Contact Information

2.7.2.5   Form Three - Certification

Read and accept the certification statement by selecting the certify checkbox: "**I certify the information on this form is true and accurate.**"

Figure 88: Certify Accuracy

2.7.2.6   Form Three – Submission Confirmation

Once all the required field is filled out and ready to submit, select the "Submit Form Three" button.
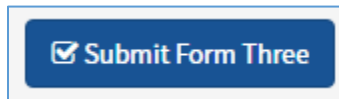
Figure 89: Submit Form Three Button

Once Form Three is successfully submitted, you will receive a confirmation message with your ETRS Test Record number: "**You've successfully submitted Form Three for EAS Test Record – ETRS#####.**" Reference the filing number when searching for this filing on the ETRS homepage.
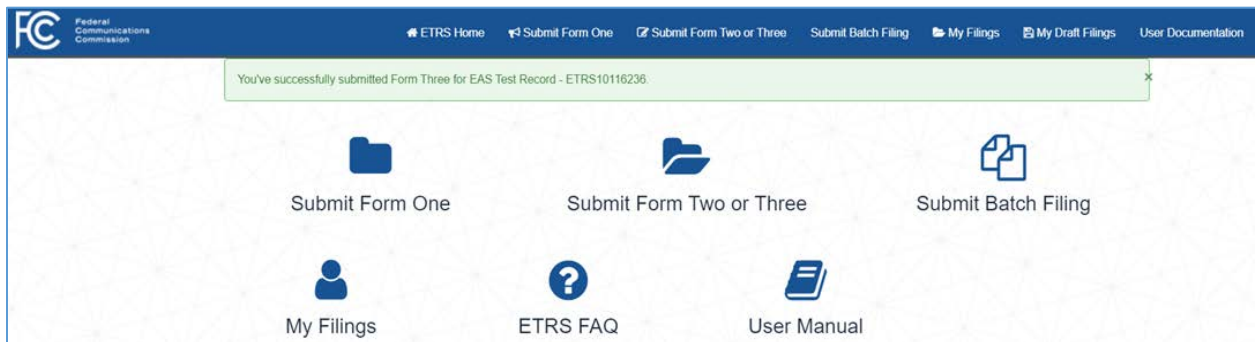
Figure 90: Form Three Submission Confirmation message

An email confirmation message will be sent to the user.

Thank you for using ETRS. Your Form Three has been successfully submitted.

Submitted By: d_____@w_____org
Submitted At: 2021-05-19 15:43:31 GMT
Test Cycle: Internal -UAT Test 2021
Record Number: ETRS10116236
Facility ID Number: 40
Callsign: W

You can view your submission notes by visiting ETRS10116236.

If there are any further questions, please contact us at "etrs@fcc.gov".

Thanks,
Public Safety & Homeland Security Bureau
FCC

This is an automated message. Please do not reply.
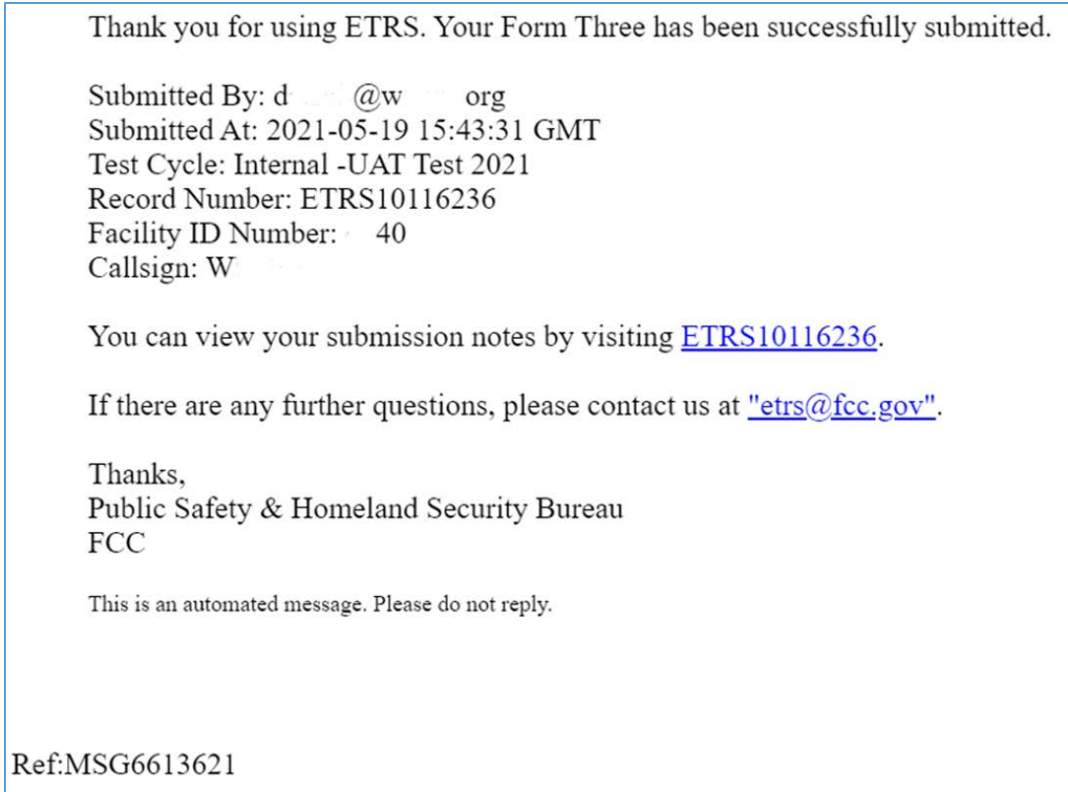
Ref:MSG6613621

Figure 91: Form Three - Confirmation Email

2.8 Update Form One, Two or Three

If you need to update Form One, Two or Three, select the EAS test record from "My Filings" or "ETRS Home." Update the data and select Update Form button. Each form has a filing window for updates. If the updating filing window for a particular form is closed, you will not be able to update that form.
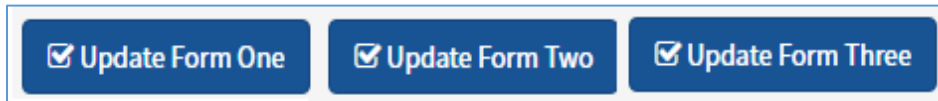
Figure 92: Update Buttons for Form One, Two and Three

2.9 My Draft Filings

During filing for Form One, Form Two or Form Three, you have the option to save your work as a draft. Prior to submitting the form, you may press **"Save Draft"** at the bottom of the form to save a copy of the form. Selecting **"Save Draft"** will keep the record in the "My Drafts Filings" folder and is easily accessible from the ETRS home page banner when you are ready to continue entering data on the form.

Figure 93: Access My Draft Filings

2.10   My Filings

You can access the My Filings page from the header or the ETRS homepage.
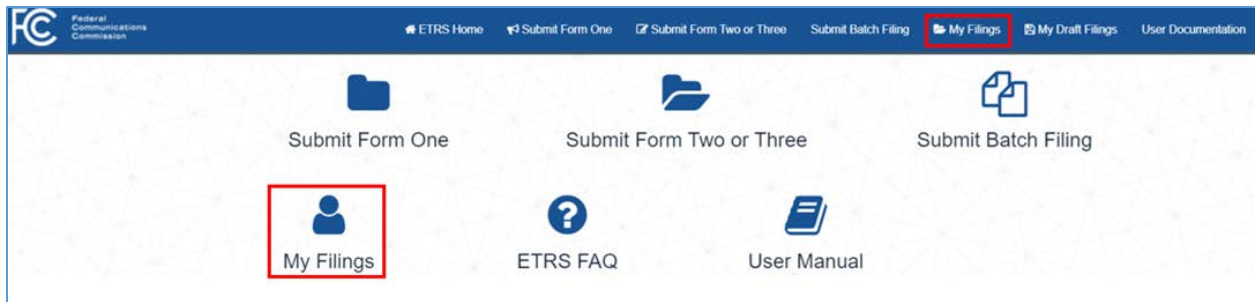
Figure 94: Access to My Filings

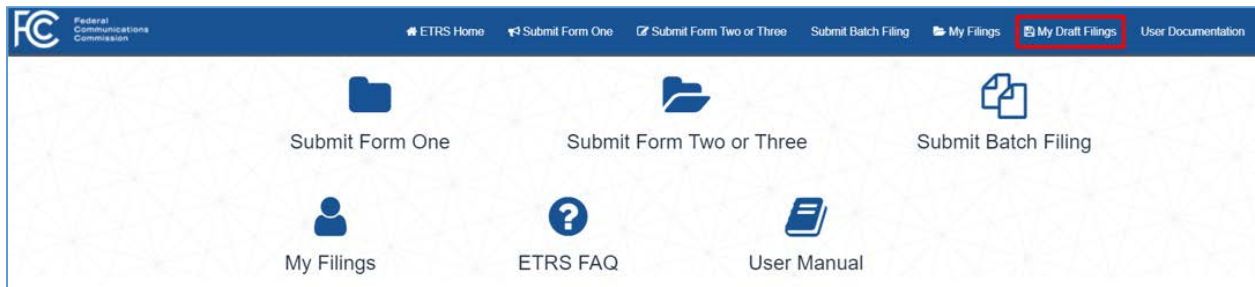The "My Filings" section allows EAS Participants to see submitted ETRS test records associated with their FRN. If you are not associated to the FRN that submitted the record, you will not be able to view it.

Figure 95: My Filings Page

2.11   Exporting EAS Records

To export ETRS test records, right click on the "hamburger icon" and choose from one of the following export options: Export as PDF, Export as Excel or Export as CSV.

Figure 96: EAS Records - Exporting Options

2.12   Audit Records

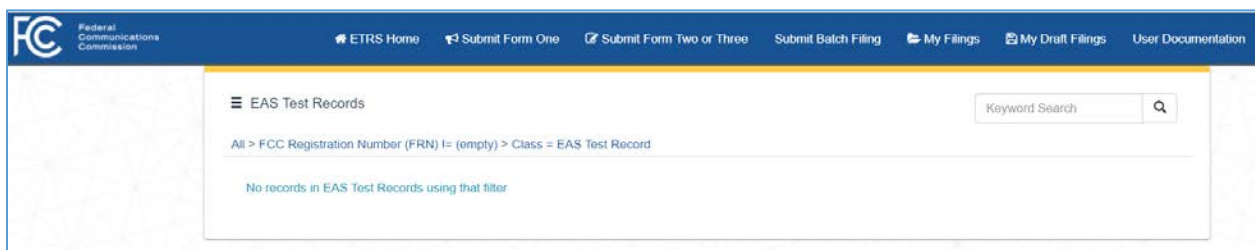Audit Records are available for EAS Test Records. If you update a form, the value that has been changed will be captured in the Audit Records. This can be found in the details page of an EAS Test Record.

Figure 97: Audit Records

2.13   CORES Unavailable Notification

In the event that CORES is offline, EAS Participants' FRN(s) and previous filings will not be accessible. If FRN(s) are not accessible, you will not be able to submit an ETRS Test Record. As illustrated below, the system will display the following message to users: "CORES is temporarily offline. If your FRN(s) are not available on Form One or if you cannot view your previous filings, please return in a few minutes to retry." Once CORES is back online, all user information will reappear.
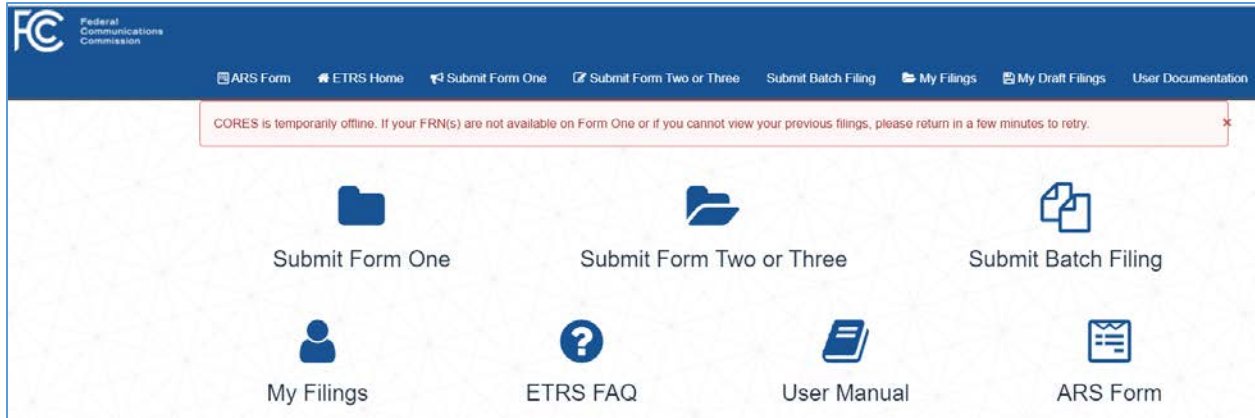
Figure 98: CORES Connection is not Available

2.14 Submit Batch Filing

ETRS Batch Filing allows users to upload a spreadsheet file (Excel) containing multiple EAS Test Records. There are two ways to access "Submit Batch Filing" from the menu and homepage.

Figure 99: Access Batch Filing

Selecting Submit Batch Filing will open the "ETRS Batch Filing" page where EAS Participants can download a batch filing template, submit a batch filing, and view ETRS batch filing requests.

Figure 100: Batch Filing Page

2.14.1 Batch Filing – Instructions

Use the template on the "ETRS Batch Filing" page to populate your batch filings.

- Depending on your spreadsheet application, you may be prompted to enable macros. This is not necessary in order to file; 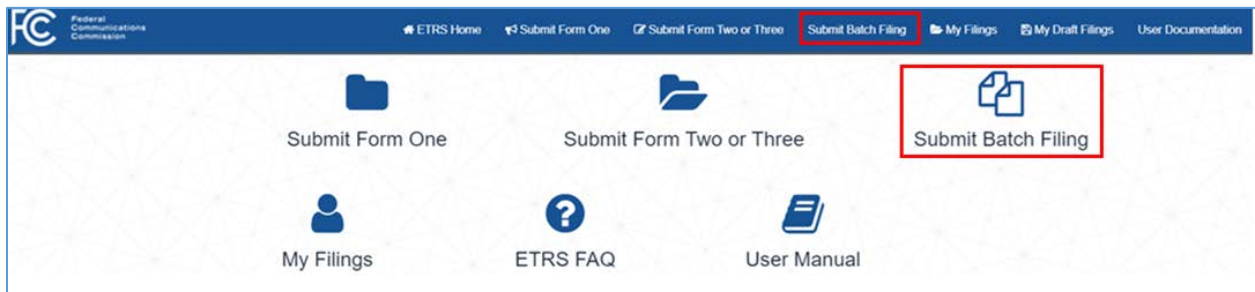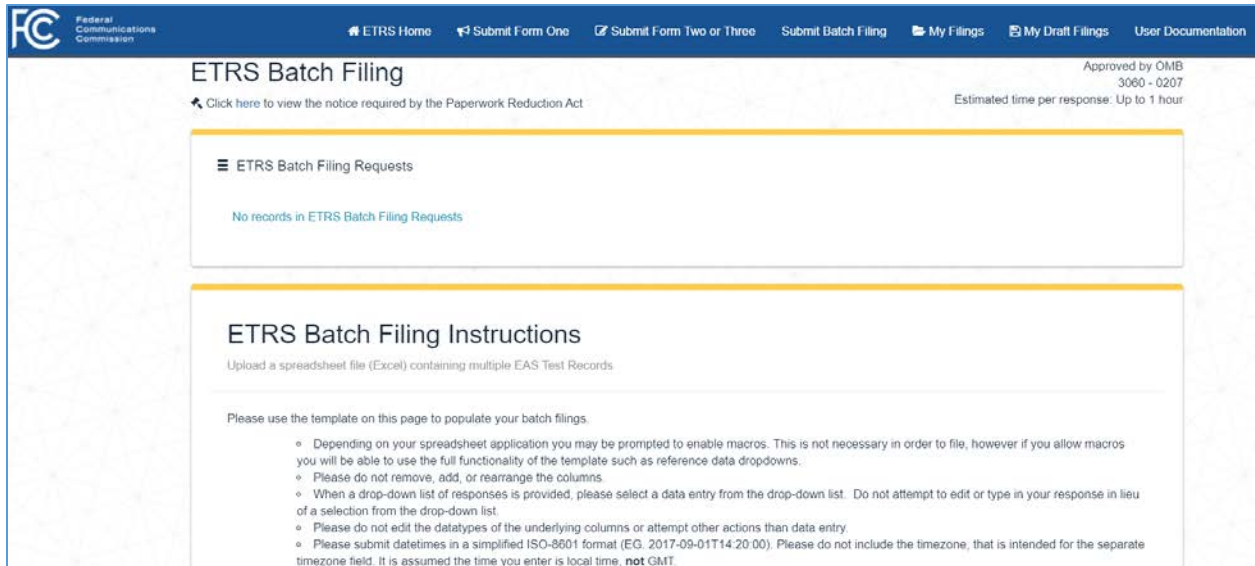however if you allow macros you will be able to use the full functionality of the template such as reference data dropdowns.
- Please do not remove, add, or rearrange the columns.
- When a drop-down list of responses is provided, please select a data entry from the drop-down list. Do not attempt to edit or type in your response in lieu of a selection from the drop-down list.
- Please do not edit the datatypes of the underlying columns or attempt other actions than data entry.
- Please submit datetimes in a simplified ISO-8601 format (EG. 2017-09-01T14:20:00). Please do not include the time zone, that is intended for the separate time zone field. It is assumed the time you enter is local time, **not** GMT.
- Before filing Forms Two or Three, please ensure that you have updated **Column B** of the batch filing template to reflect the form you wish to file. **If the form number on Column B is not updated, you will file the incorrect form.**
- The batch filing template is provided in a Microsoft Excel Worksheet (.xlsx) file type.
- Please save as "**Excel WorkBook** (*.**xlsx**)."
- When a drop-down list of responses is provided, please select a data entry from the drop-down list. Do not attempt to edit or type in your response in lieu of a selection from the drop-down list.

Figure 101: Batch Filing Instructions

2.14.2   Batch Filing –Template

Select the Batch File Template button to download the template.
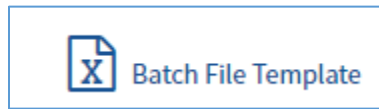
Figure 102: Batch Filing Template Button

After downloading the template, editing and macros need to be enabled, select "Enable Editing" towards the top of the page.

Figure 103: ETRS 2017 Template - Enable Editing

As information is entered on the "ETRS Batch Filing Template," validations alert the user if they are entering invalid information as illustrated below. Note that all required fields are color coded in red for Form One, Two, and Three on the batch filing template.
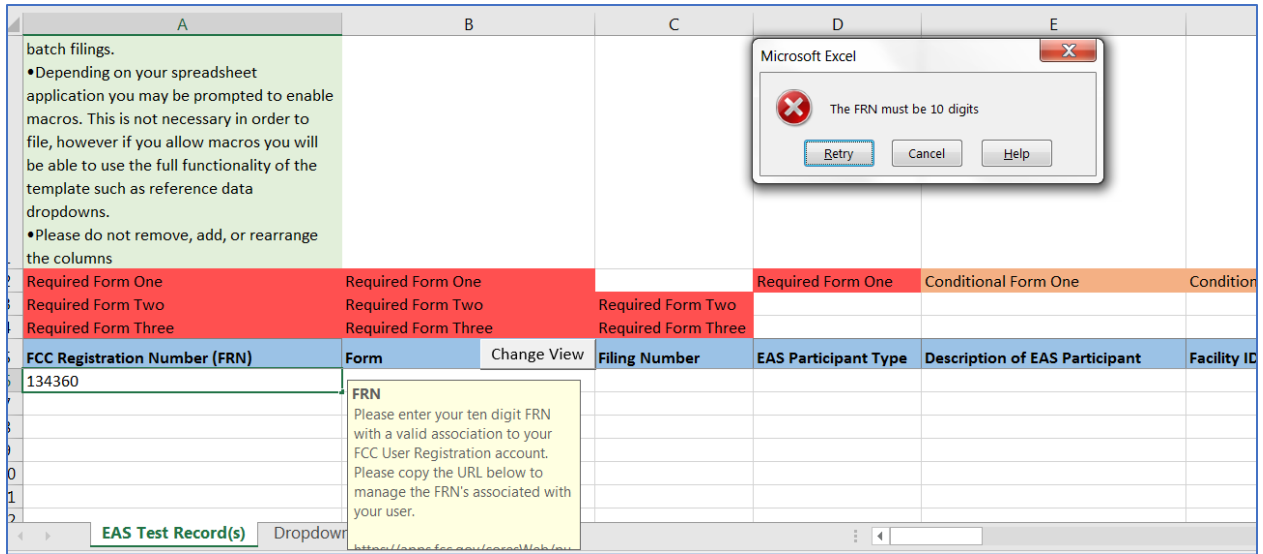
Figure 104: Batch Filing Template - Validations

In the Batch Filing Template, once the testing period for the subsequent form is opened (i.e. Form Two and Form Three), you can select "Change View" on the template (the gray button in Column B). This will launch the "Custom View" and you can select the appropriate view for the Forms.
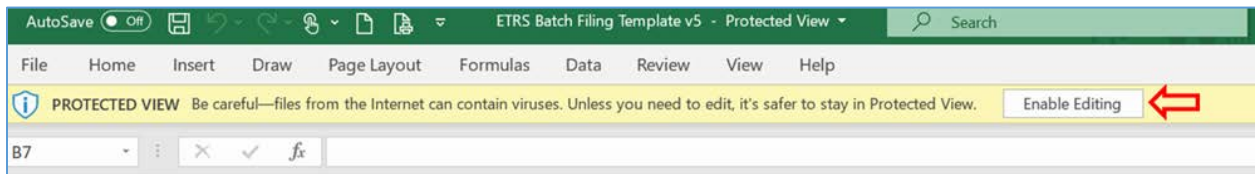

Figure 105: Batch Filing Template - Switch Form View

2.14.3   Batch Filing – Submit

Submitting a batch file requires selection of a Test Cycle from the dropdown menu, attachment of a Batch File, and a Certification.

Figure 106: Submit Batch File

2.14.3.1 Submit Batch Filing – Test Cycle

Test Cycle field will display all the available active test cycles you can file for.
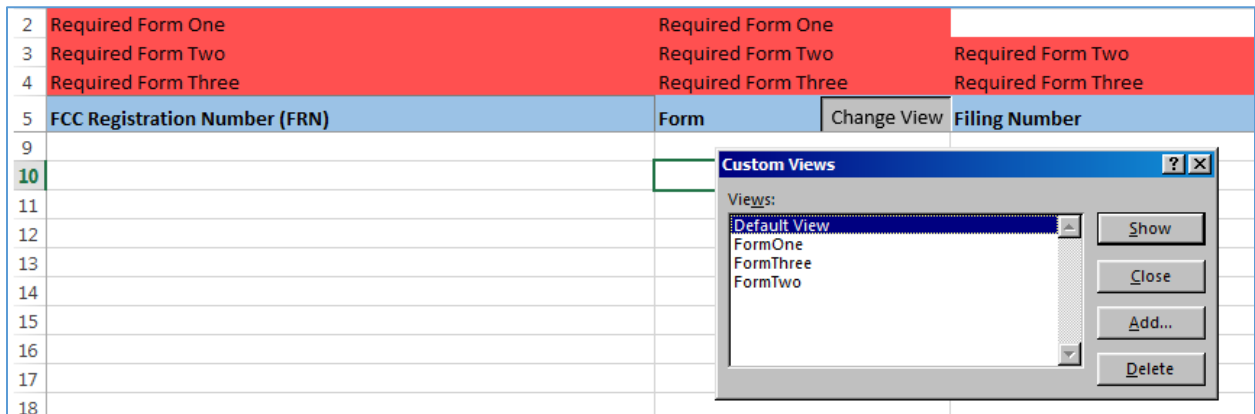

Figure 107: Submit Batch File - Test Cycle

2.14.3.2 Submit Batch File – Upload

The Upload Batch File button allows you to select a file from your local drive. **Only valid Excel Spreadsheets (.xlsx) are accepted**.
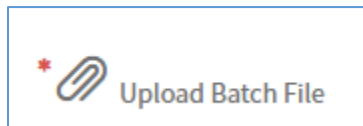

Figure 108: Submit Batch File – Upload

Save your document as an .xlsx worksheet or you will not be able to submit the batch file template. If the uploaded file is not a spreadsheet, it will receive the following message: "The uploaded batch file attachment must be a valid spreadsheet."
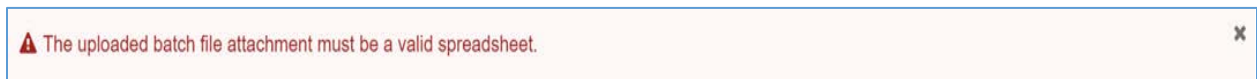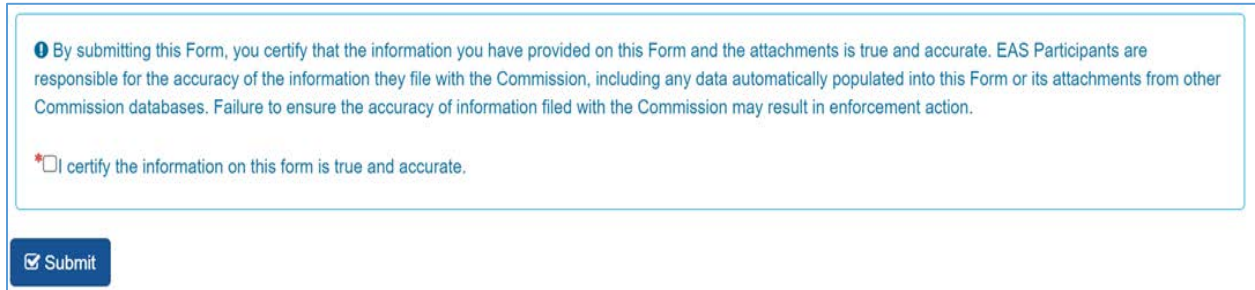

Figure 109: Submit Batch File - Invalid File Type Validation Message

2.14.3.3 Submit Batch Filing - Certification

Read and accept the certification statement by selecting the certify checkbox: **"I certify the information on this form is true and accurate."**

Figure 110: Submit Batch File - Certify

2.14.3.4 Submit Batch File – Submission Confirmation

Once all the required field is filled out and ready to submit, select the "Submit" button.

Figure 111: Submit Batch File - Submit Button

Once the batch filing has been successfully submitted, you will receive a confirmation message (e.g., "Your batch file request is processing. You will receive an email when the process is complete") in the ETRS homepage.
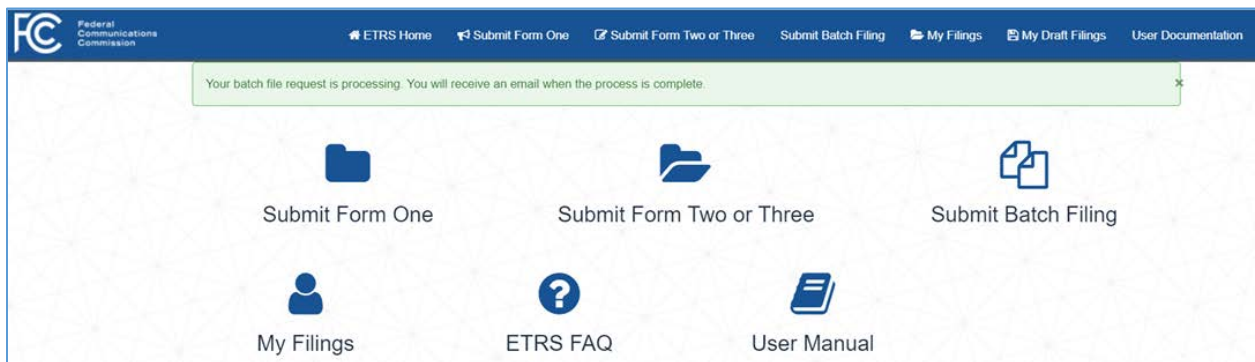
Figure 112: Batch File Submission Confirmation Message

2.14.4   Batch Filing – Requests

Once a batch file is submitted, the submission details can be found in ETRS Batch Filing Requests table in Submit Batch Filing page.

Figure 113: ETRS Batch Filing Requests

In the ETRS Batch Filing Requests, current status ("Waiting to be Processed", "Correction to Filing Needed" or "Completed") is displayed.

Figure 114: Batch Filing Request Status

2.14.4.1 Batch Filing Requests – Waiting to be Processed

When a batch file is submitted, the status goes into "Waiting to be Processed."

Figure 115: Waiting to be Processed

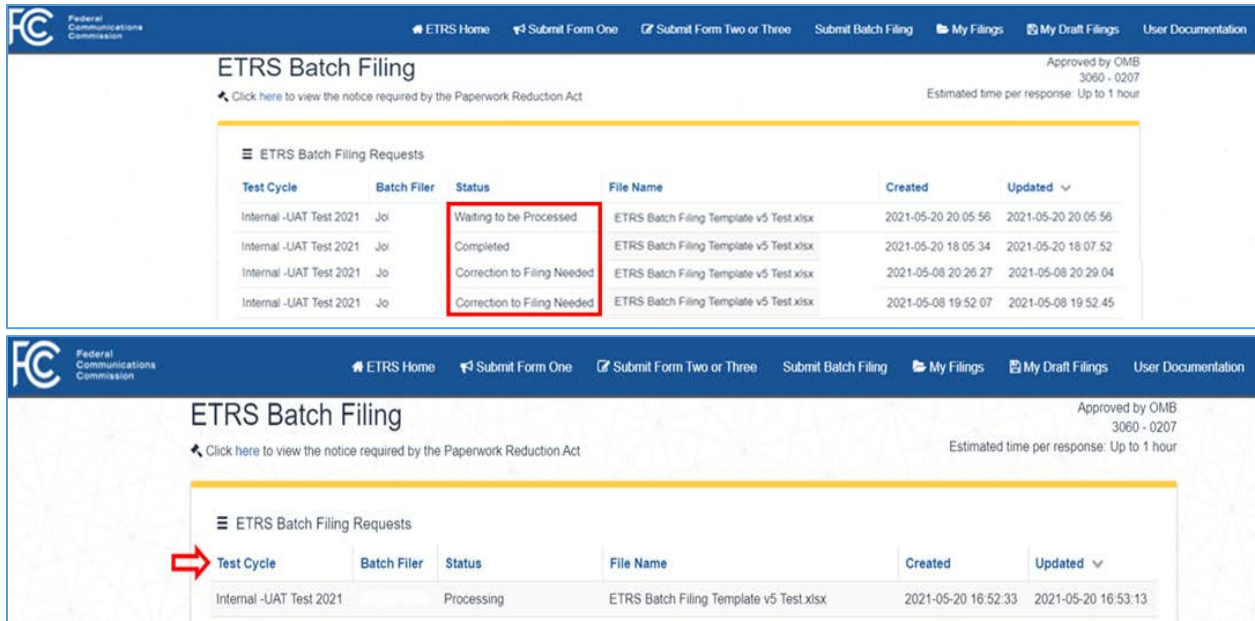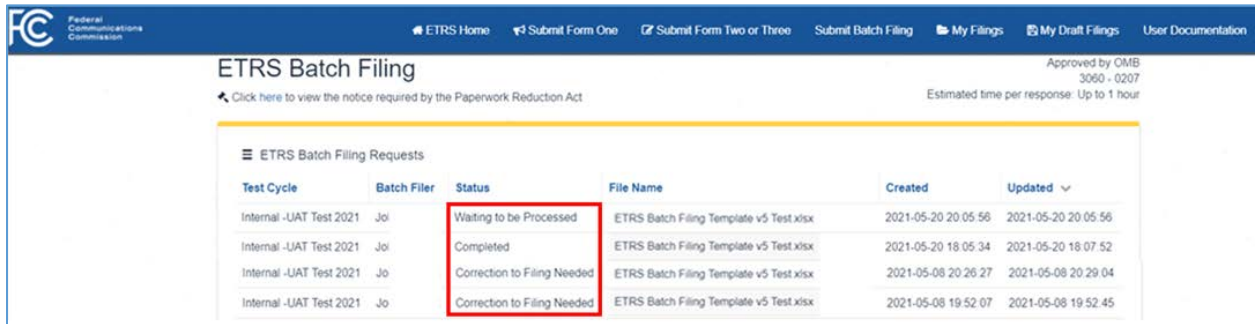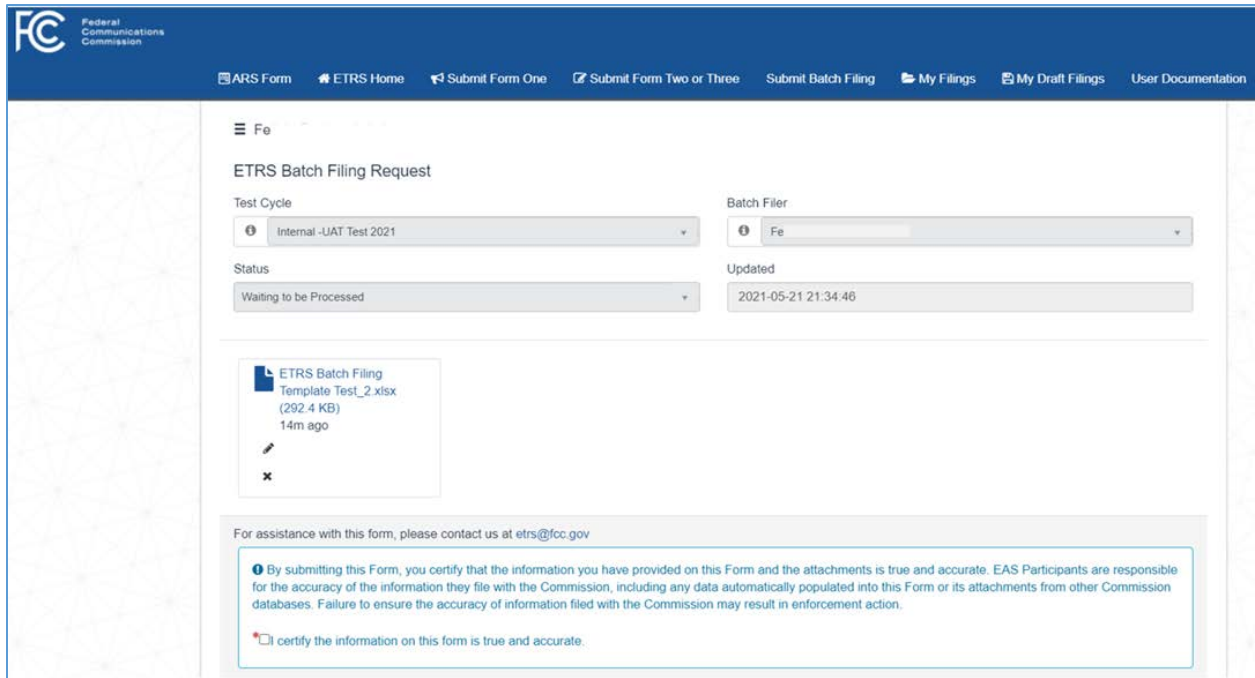### 2.14.4.2 Batch Filing Request – Corrections to Filing Needed

Once the system processes the batch filing, it will send an email notification to the filer's email. If the batch filing is not successful, the user will receive an email with the following message: "Thank you for using ETRS. Your Batch Filing failed to complete and is pending review of errors. You will need to correct and reprocess your spreadsheet. Please visit the link below to view your errors and remediate you batch filing."
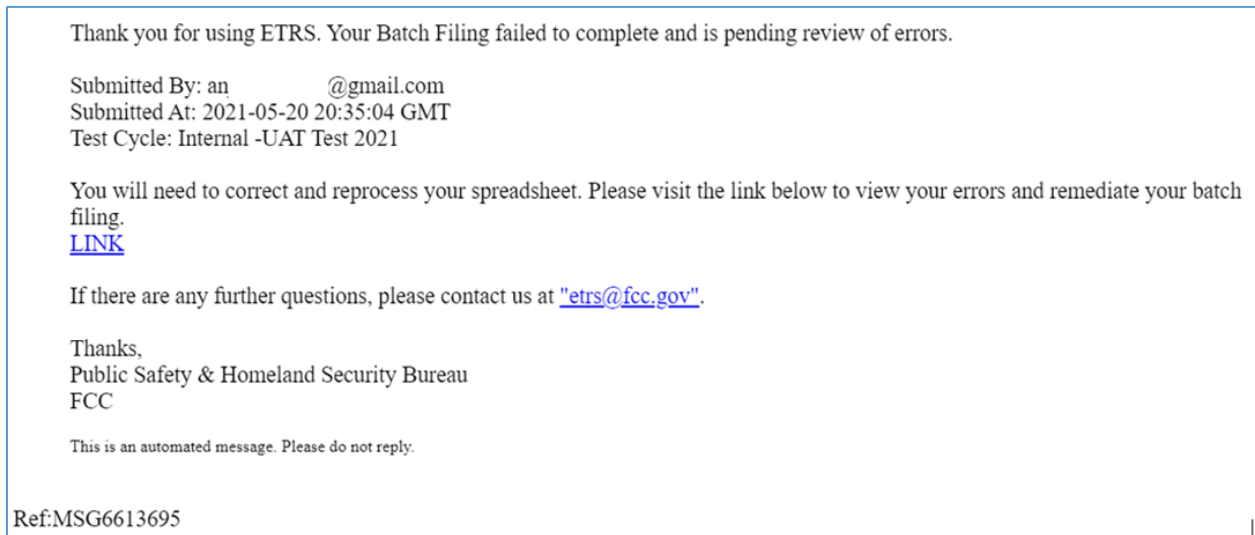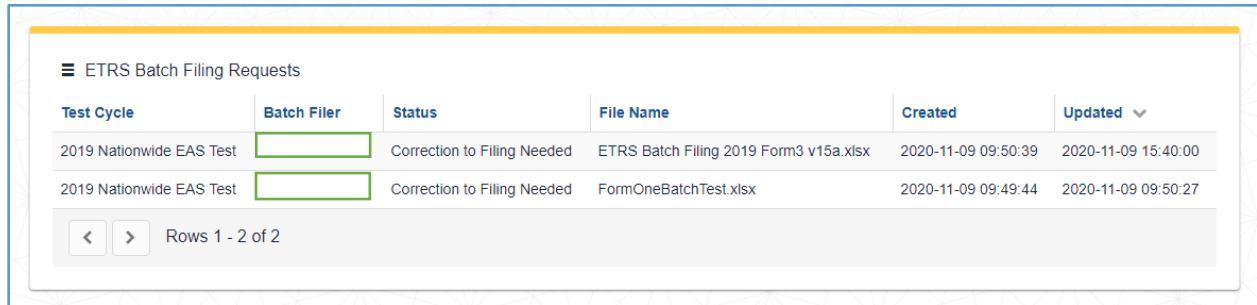

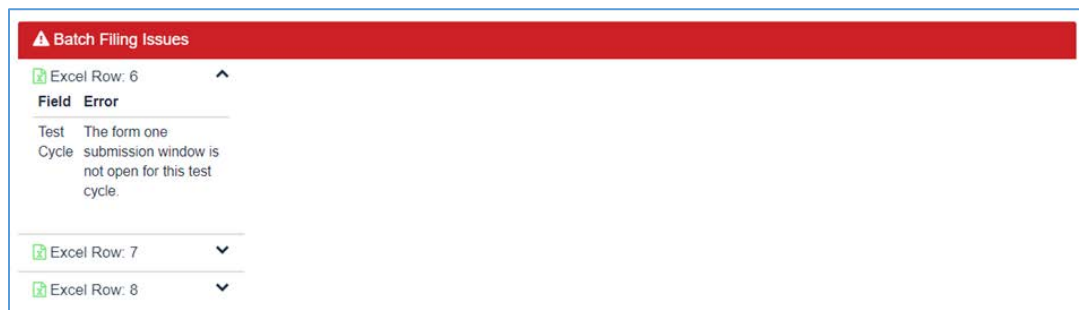*Figure 116: Batch Filing - Email Notification for Correction Needed*

Click on the link within the email to return to the ETRS Batch Filing page. The status of the record will be "Correction to Filing Needed." Open the batch filing record that needs correction.

Figure 117: Batch Filing – Correction to Filing Needed

The Batch Filing Issues section will display the list fields that need correction on the submitted file. This will provide the Excel Row number, the field name and the error message. Review the error messages in the Batch Filing Issues section, update the excel file with correct information, and save it locally.

Figure 118: Batch Filing Issues Details
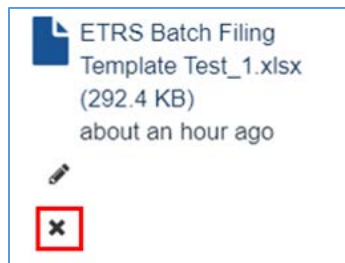
Delete the previously attached batch file.

Figure 119: Batch Filing - Delete Previous File

Upload the corrected batch file (locally saved) and click the "Reprocess." Each time you reprocess, you have to certify the submission again.

Figure 120: Batch Filing - Upload and Reprocess

2.14.4.3 Batch Filing Request – Completed

If the batch filing is successful, the user will receive an email with the following message: "Thank you for using ETRS. Your Batch Filing has been successfully completed. You can view your Batch Filing by visiting the link below."

Figure 121: Batch Filing - Email Notification Completed Request

Click on the link within the email to return to the ETRS Batch Filing page. The status of the record will be "Completed." Open the record, and in the EAS Test Records table, all the successfully filed records will be displayed with the File Number.

Figure 122: Batch File - Completed

2.15   User Documentation

User documentation can be accessed from the homepage and header menu.

Figure 123: Access User Documentation

User Documentation will provide access to User Guide, Frequently Asked Questions (FAQs), Batch Filing Template and Step by Step Instructions on converting XLSM to XLSX.
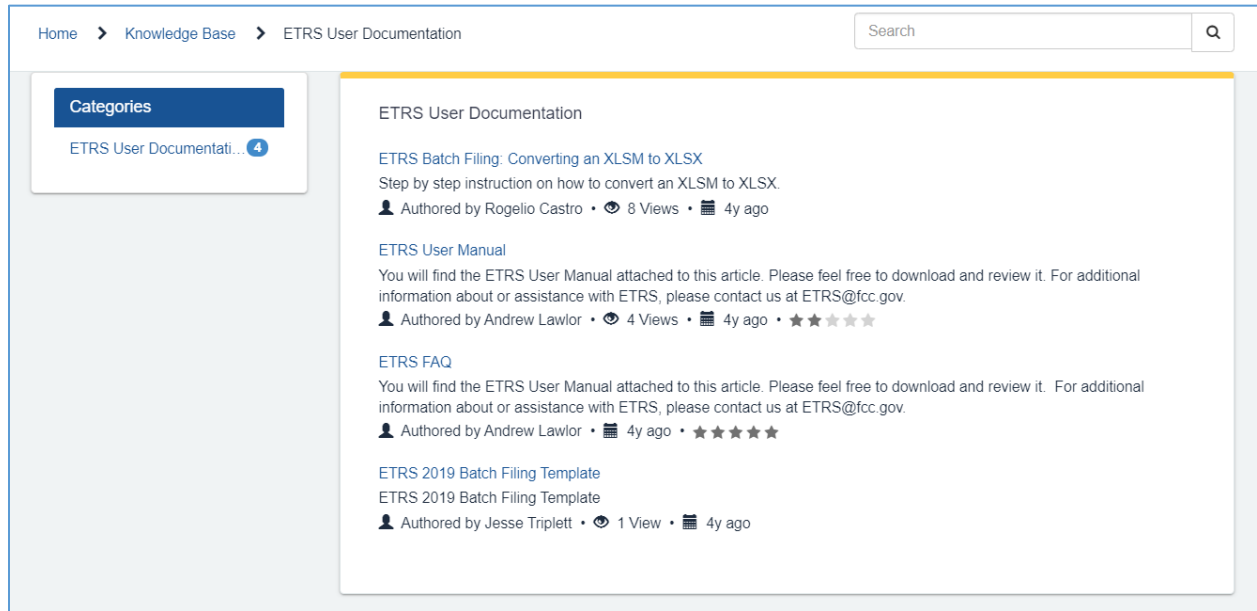
Figure 124: User Documentation Page

3. Manage ETRS Account

User Registration System is used to manage your account information (e.g., profile information, password management, and manage security questions). Contact the CORES help line at 1-877-480-3201 during the hours of 8:00 AM to 6:00 PM Eastern Standard Time (EST) if you need assistance with locked accounts, forgotten username/password, and/or personal security questions.

3.1 Profile Information in ETRS Application

Profile Information is visible once you login to your ETRS Account.

- To view your profile information in ETRS, select your name in the upper right corner as illustrated below.

Figure 125: ETRS Profile Icon

- Once you have selected your profile, you will see your account information similar to the below:

Figure 126: ETRS Profile Information

3.2 Reset Password in User Registration System

- In the ETRS Login page, select "Need help signing in?" and click on "Forgot password?"
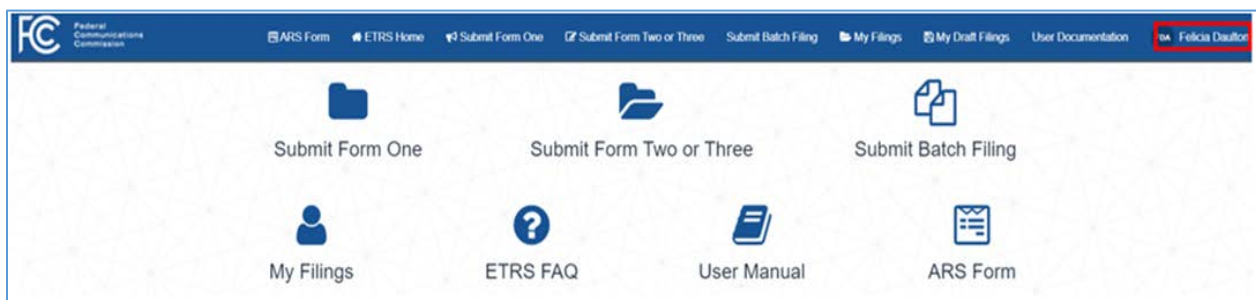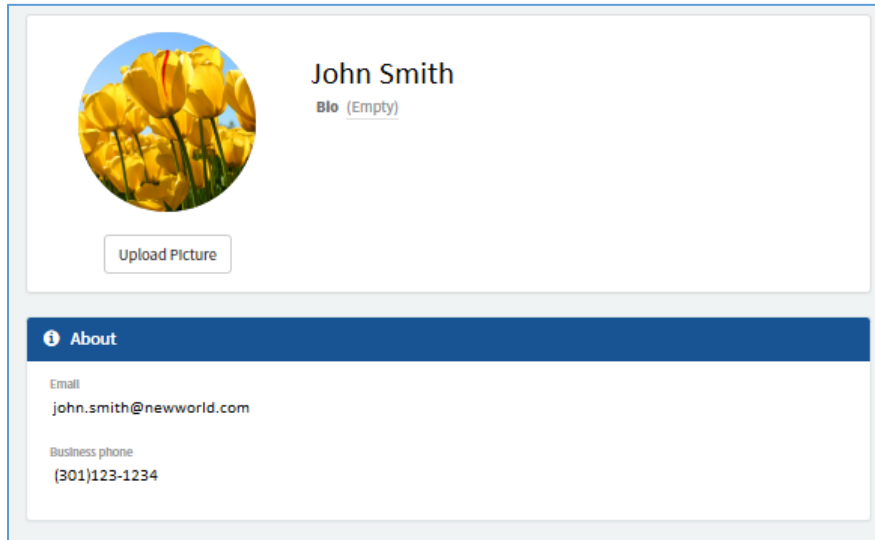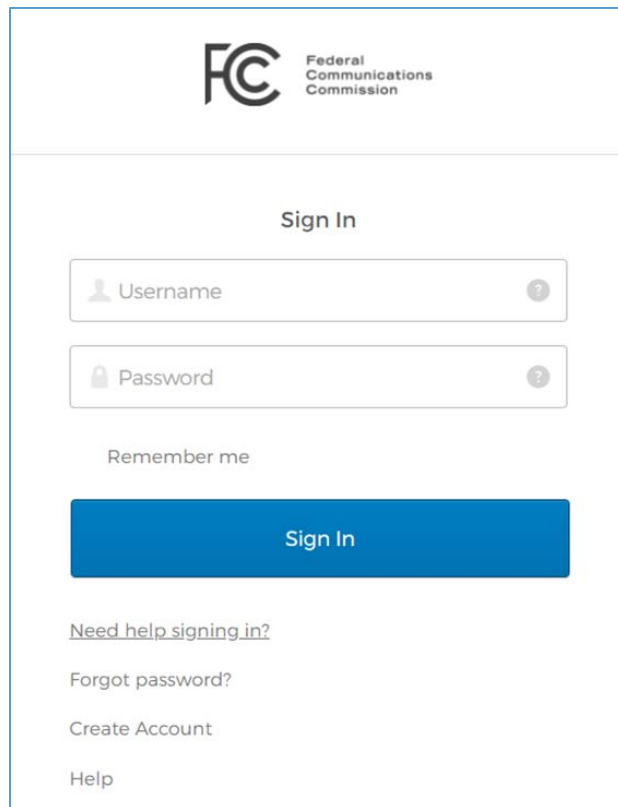
Figure 127: Need Help Signing-in?

- Enter your Username (i.e. the email address used to setup your account) and select Continue.

Reset Password

Confirm your identity to reset your password.

Username: [   ]

The Username is the email address associated with your FCC Username Account.

Cancel   Continue »

Figure 128: Confirm Your Identity

- Once you have confirmed your identity, you will receive an on-screen confirmation advising you that a link to reset your password has been sent to the email address you have associated with your FCC Username Account.

Reset Password

A link to reset your password has been sent to the Email Address associated with your account.

« Return to Log In

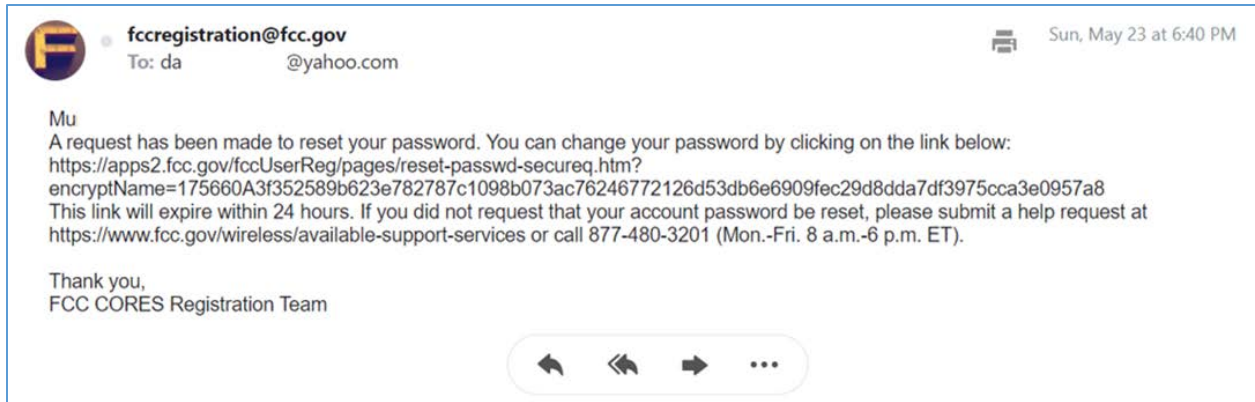*Figure 129: Reset Password Confirmation*

Figure 130: Reset Password Email Notification

Note: This link in the email will expire in 24 hours. After this time has lapsed, you will need to go through the process again to receive another email communication to reset your password.

- Once you have selected the link, you will be directed to answer the security question outlined when you first set up your FCC Username Account.

Figure 131: Password Reset Security Question

Note: If you need further assistance, please contact CORES help line.

- Upon answering the security question correctly, you will be prompted to enter a new password.

3.3 Unlock Account in User Registration System

If your Username Account is locked, please allow at least two hours for your account to unlock on its own. If you are still experiencing issues, please contact the CORES help line. You can also reset your password to unlock your account, see Reset Password section.

3.4 Manage Profile Information in User Registration System

- Navigate to FCC User Registration System (https://apps2.fcc.gov/fccUserReg/pages/login.htm).

66

- Login to your account to manage your profile.
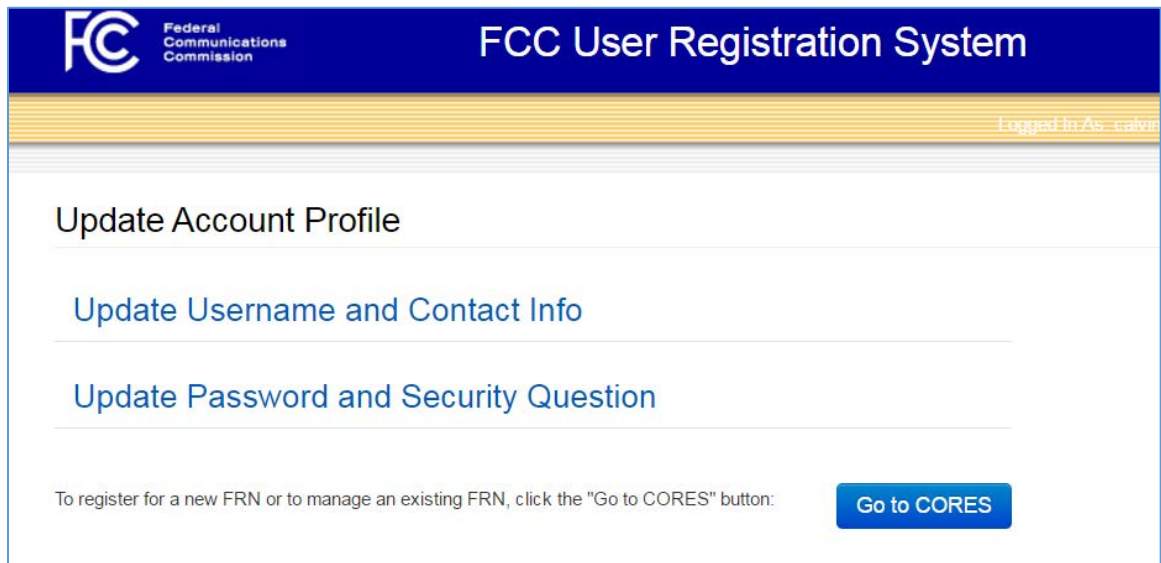
Figure 132: Manage Profile

- Select "Update Username and Contact Info" to modify username and contact information.

Figure 133: Update Username and Contact Information

- Select "Update Password and Security Question."

Figure 134: Update Password and Security Question

- Select "Go to CORES" to register or manage FRN.

4. Contact ETRS

For additional assistance with the ETRS forms, please contact etrs@fcc.gov.

Appendix A: Acronyms

Abbreviation	Explanation
FCC	Federal Communication Commission
EAS	Emergency Alert System
ETRS	EAS Test Reporting System
CORES	Commission Registration System
FRN	FCC Registration Number
PSID	Physical System ID
CUID	Community Unit ID
DoTC	Day of Test Contact
FEMA	Federal Emergency Management Agency
IPAWS	Integrated Public Alert and Warning System
NAD83	North American Datum of 1983
XLSX	Microsoft Excel Worksheet
XLSM	Microsoft Excel Macro-Enabled Worksheet
FAQs	Frequently Asked Questions
ISO	International Organization for Standardization
CSV	Comma-Separated Values
PDF	Portable Document Format
GMT	Greenwich Mean Time