

Filing Comments with the FCC

After you have updated and signed a copy of your Comments, you are ready to electronically file with the FCC. Go to the FCC Comment Filing System, <http://apps.fcc.gov/ecfs/upload/display> and complete the form for submitting a File to the FCC.

There are several required fields in this form:

Proceedings

Proceeding Number: for the Cybersecurity Notice of Proposed Rulemaking, the number will be **23-234**

Contact Info

Name of Filer: Enter your school district name

Law firm Name: Leave blank

Attorney/Author Name: Enter your name

Email Address: Enter your email address

Details

Exparte Presentation: Ignore

Type of Filing: Use the pull down menu to select **Comment**

File Number, Report Number and Bureau Number: Ignore

Address

Address, City, State, and Zip are required. Use your school district's address.

Documents

Choose File: Click here and you should navigate to the place on your hard drive where you have saved the Comment document. Then select your completed Comments that you completed in Step 1. Once this is done, press CONTINUE. Once you hit CONTINUE it can take 20 seconds or more to upload your file.

You will be given the opportunity to review your filing and make any changes. Make any needed changes and then submit the filing. You can also select to receive an e-mail confirmation.

No need to enter a Custom Description.

That should upload your Comments to the FCC.

You should receive a confirmation page, which states that your file has been submitted. If your filing is not accepted (it may be rejected for various reasons) check back to confirm that your file has been accepted, within 24-48 hours, do the following. Click on <https://www.fcc.gov/ecfs/search/search-filings>