

# Filing a Comment Using the FCC's Electronic Filing System (ECFS)

## FCC Consumer Facts

### Background

The Federal Communications Commission's (FCC's) Electronic Comment Filing System (ECFS) is a convenient way to file your comments in an FCC rulemaking. ECFS lets you submit your comments to the FCC from your computer via the Internet. ECFS has stored official records of the FCC's docketed proceedings and rulemakings since 1992. You can research, comment, retrieve, view, and print any document in the system and file your opinion and comments from your computer.

Access to ECFS is unrestricted. This means that anyone with Internet access can file and retrieve comments. More than one user can view and access these documents at the same time.

### Helpful Tips

The following tips will help you understand how the system works, prevent you from making unnecessary errors, and save you time:

- ECFS accepts comments and filings in the following formats:
  - ❖ Microsoft Word 6.0 or higher;
  - ❖ WordPerfect 5.1 or higher;
  - ❖ ASCII Text;
  - ❖ Microsoft Excel 4.0 or higher;
  - ❖ Lotus 123; and
  - ❖ Adobe Portable Document Format (PDF).
- Please do not submit documents with passwords, macros, redlining, or in formats such as "read-only." Doing so will delay inclusion of your comments in the ECFS database.
- The filing deadline times for comments are:
  - ❖ E-mail – **before 12:00 a.m. (Midnight) ET on the night the comment period ends.**
  - ❖ Hardcopy (paper) – **by 7:00 p.m. ET** – on the day of the comment period deadline.
- Comments and reply comments can be filed on official business days – which can be any day of the week.
- If you're using ECFS for the first time, you may want to file your comments several business days before the comment period deadline. This will enable you to obtain filing assistance, if you need it, and ensure that your comments are filed in a timely manner.
- Comments become available throughout each day as they are processed.
- ECFS only accepts filings in proceedings with docket and rulemaking numbers. Therefore, ECFS is unable to accept filings in non-docketed proceedings.

(More)



- All comments are provided in PDF and can only be displayed using Adobe Acrobat Reader software, which is available free at [www.adobe.com/downloads](http://www.adobe.com/downloads).
- Subsequent pages in the ECFS system are designed to display best in version 4.0 or higher of the Netscape or Microsoft Internet Browsers.
- If you prefer to file an e-mail comment, please enter the **DOCKET NUMBER** after the <PROCEEDING> tag, *i.e.*, "99-200" or "RM-10209." For additional information, please refer to [www.fcc.gov/cgb/ecfs/email.html](http://www.fcc.gov/cgb/ecfs/email.html).
- If you're looking for an FCC document with a **DA**, **FCC**, or **File** number, you may wish to use the FCC's Electronic Document Management System (EDOCS) at [hraunfoss.fcc.gov/edocs\\_public/](http://hraunfoss.fcc.gov/edocs_public/) to conduct your search.

If you experience any problems while working in ECFS or have questions related to ECFS, contact [ECFSHelp@fcc.gov](mailto:ECFSHelp@fcc.gov) or call (202) 418-0193. Technical support is available Monday through Friday, 8:00 a.m. – 5:00 p.m. ET. If you need guidance on filing documents, contact the Office of the Secretary at (202) 418-0300. *Note:* Some problems may relate directly to your computer system and/or Web browser. If this is the case, you should contact your network administrator or your Internet service provider.

### For More Information

For information about other telecommunications issues, visit the FCC's Consumer & Governmental Affairs Bureau Web site at [www.fcc.gov/cgb](http://www.fcc.gov/cgb), or contact the FCC by e-mailing [fccinfo@fcc.gov](mailto:fccinfo@fcc.gov); calling 1-888-CALL-FCC (1-888-225-5322) voice, 1-888-TELL-FCC (1-888-835-5322) TTY; faxing 1-866-418-0232; or writing to:

Federal Communications Commission  
Consumer & Governmental Affairs Bureau  
Consumer Inquiries and Complaints Division  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554.

*For this or any other consumer publication in an alternative format (electronic ASCII text, Braille, large print, or audio), please write or call us at the address or phone number below, or send an e-mail to [FCC504@fcc.gov](mailto:FCC504@fcc.gov).*

*To receive information on this and other FCC consumer topics through the Commission's electronic subscriber service, visit [www.fcc.gov/cgb/contacts/](http://www.fcc.gov/cgb/contacts/).*

*This fact sheet is for consumer education purposes only and is not intended to affect any proceedings or cases involving this subject matter or related issues.*

10/08/08\*

