

FCC Incentive Auction Reverse Auction Initial Commitment

USER GUIDE

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The examples that appear in this document are based on fictitious data and do not represent the actual data for this auction. Additionally, they do not reflect any predictions or assumptions about the actual bidding in the auction, the number of rounds, or the outcome of the auction. Any similarity to actual company names, PINs, FCC Registration Numbers (FRNs), or other personal information is coincidental.

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Contents

1.	Introduction	1
1.1.	Conventions	1
1.2.	Initial Commitment Window and Preview Period	1
2.	System Requirements and Access	2
2.1.	Minimum System Requirements	2
2.2.	Logging In	3
2.2.1.	First Time Login Procedure	4
2.2.2.	Standard Login Procedure.....	6
2.3.	Multiple Users for the Same Applicant	7
2.4.	Automatic Logout.....	7
2.5.	Lock Screen and Closing User Access.....	8
3.	Navigation and Summary of Screens	9
3.1.	Navigation and Features Common to All Screens.....	9
3.2.	Summary of Screens	10
3.3.	Messages.....	11
3.3.1.	Receiving and Reviewing Announcements	11
3.3.2.	Sending a Message to the FCC	12
3.4.	Station Info.....	16
4.	Making a Commitment	18
4.1.	Selecting Preferred Options and Submitting Commitments – Applicant With One Station	18
4.2.	Changing a Preferred Option Before the Initial Commitment Window Closes	20
4.3.	Selecting Fallback Options	20
4.4.	Selecting Preferred Options and Submitting Commitments – Applicants With Multiple Stations.....	21
4.5.	Keeping a Record of Your Commitments.....	23
	Appendices.....	24
	Contents.....	24
	Appendix 1: System Troubleshooting	25
	Situation 1 – “This page can’t be displayed” screen on first access	25
	Situation 2 – “Cookies must be enabled” displayed	27

Situation 3 – “JavaScript must be enabled” displayed.....	29
Situation 4 – “page cannot be displayed” shown when moving to a different screen	30
Situation 5 – “This page has expired” displayed when you press the back button.....	31
Situation 6 – Your security settings do not allow you to download a file in Internet Explorer	31
Situation 7 – Your computer crashes	32
Situation 8 – Certificate error message	32
Appendix 2: RSA SecurID® Token Information.....	34
Number of RSA Tokens Issued and Extra RSA Tokens	34
Replacing Lost or Damaged RSA Tokens	34
Change of User	34

1. Introduction

This guide describes the features of the web-based FCC Auction System that will be used to make an initial commitment.

By making an initial commitment, broadcasters with completed FCC Form 177 applications commit to a preferred relinquishment option (and, if appropriate, one or two fallback options) at opening prices for their station(s).

1.1. Conventions

In this guide screen names are Capitalized. Internet addresses are shown in [blue](#), links in the system are underlined, and the following text represents a **Button**.

Text boxes are used to indicate points where care is needed:



Most of the examples are for “AAA Broadcasting,” an applicant with a single station. Examples are also shown for “ALL Broadcasting,” a broadcasting company with four stations.

In this guide, the term “user” refers to an individual authorized bidder with authority from an applicant to access the Auction System to make an initial commitment for the applicant’s station(s).

1.2. Initial Commitment Window and Preview Period

The initial commitment preview period commences at 10:00 AM Eastern time (ET) on March 24, 2016. The initial commitment window opens at 10:00 AM ET on March 28, 2016, and closes at 6:00 PM ET on March 29, 2016.

The Auction System that will be used to make initial commitments will be available from the beginning of the initial commitment preview period until the initial commitment window closes.

We recommend that users log in to the Auction System during the initial commitment preview period to verify that they are able to access the system and view their list of stations and associated relinquishment options.

2. System Requirements and Access

This section explains the system requirements for accessing the Auction System, how to log in, and other matters related to access.

2.1. Minimum System Requirements

The following software, at a minimum, is required when using a standard PC with an internet browser to access the Auction System:

- Intel Pentium (or equivalent) with 1.2 GHz processor or faster
- Microsoft® Windows® 7
- Microsoft® Internet Explorer® 11 or a recent version of Chrome™ (the browser must be configured to accept cookies and JavaScript) with a minimum of TLS 1.1¹ security.²
- Access to the internet
- 1600 x 900 screen resolution or higher.³

The Apple® Mac OS®, smartphones, and tablets are not supported. The Auction System may run on different computer configurations, including browsers not listed above. It is the responsibility of the user to test any alternative configurations with the Auction System in advance of the auction and to ensure that they have access to one of the supported browsers should they experience problems.

Users are discouraged from using web browsers containing third-party toolbars or other extensions. Third-party browser extensions may potentially cause problems for users of interactive websites, including the Auction System, and may make users' computers more vulnerable to hacker attacks. If in doubt, you should consult your internal information technology departments in order to disable third-party browser extensions or, if necessary, obtain a clean installation of a supported web browser.

To maximize protection against potential security vulnerabilities, users are advised to ensure the latest service pack (if applicable), security patches for their operating system (including Internet Explorer), and the most recent version of Google Chrome (where relevant), have been installed.

¹ These are the default settings for most modern browsers, but the troubleshooting guide explains how to check the settings and/or reset them, in case this is necessary.

² Microsoft® Internet Explorer® 11 is referred to elsewhere in this document as "Internet Explorer." Google Chrome™ is referred to elsewhere in this document as "Chrome." Screenshots of Chrome™ are © 2015 Google Inc, used with permission. Google and the Google logo are registered trademarks of Google Inc.

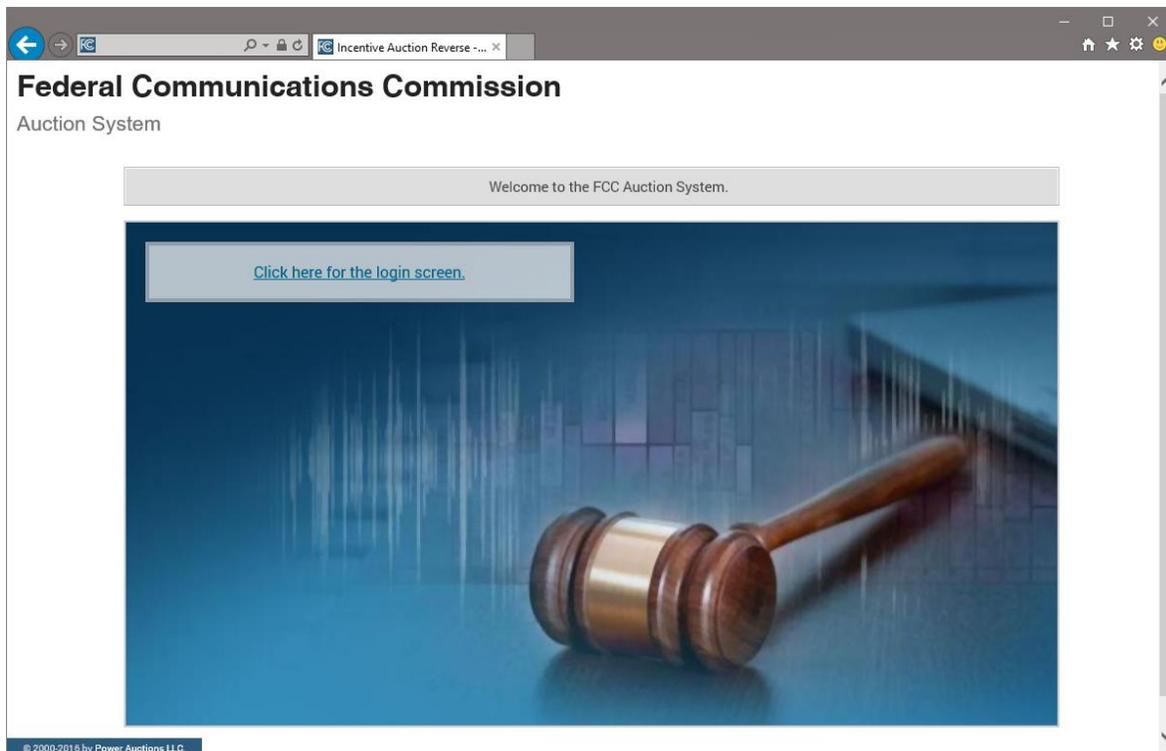
³ If all of the information from the Auction System cannot fit on your display, you can either zoom out using your Internet browser or scroll right and left using the scroll bars. To adjust the zoom, hold down the control ("ctrl") key and use the "+" and "-" keys to zoom in and out.

2.2. Logging In

When the Auction System is available, the homepage will include a link to the Login screen, as shown in Figure 1. Please note that the link will only be visible during the period of availability announced by the FCC.

If the system is unavailable, there will be a message on the screen and the link to access the auction site will not be visible.

Figure 1: Auction System home page



Click on the [Click here for the login screen](#) link in order to access the Login screen shown in Figure 6 on page 7.

There are two sets of login instructions: Section 2.2.1 – initial login where the user creates a PIN and logs in for the first time and Section 2.2.2 – standard login which is used after the PIN is created.

The FCC assigns a unique username (user ID) to each authorized bidder. The password for the username is specific to the applicant, not the authorized bidder, and is the same as the password for the FRN (FCC Registration Number) used on the applicant's Form 177.

Each authorized bidder is assigned a specific RSA SecurID® token ("RSA token") for the auction as shown in Figure 2. The RSA token generates a time-sensitive 6-digit tokencode that changes every 60 seconds. This tokencode is required as part of the login process. RSA tokens are sent to the applicant's contact person for distribution within the company and must be returned to the FCC after the conclusion of its use. Each user will need to set a private PIN for its RSA token.

The username and the RSA token should be used only by the authorized bidder to which it was assigned. The Auction System keeps track of all transactions using the username and FRN associated with the RSA token that was used to log in.

Figure 2: An RSA SecurID® token



Please note that each RSA token is tailored to a specific auction. Therefore, RSA tokens issued for other auctions or obtained from a source other than the FCC will not work for this auction.

2.2.1. First Time Login Procedure

The first time a user logs in to the system, he must create an RSA PIN (Personal Identification Number.) Users will create an RSA PIN once – unless the RSA token has been lost or broken or there is a change in the identity of a user. After the RSA PIN has been created, users must follow the standard login procedures.

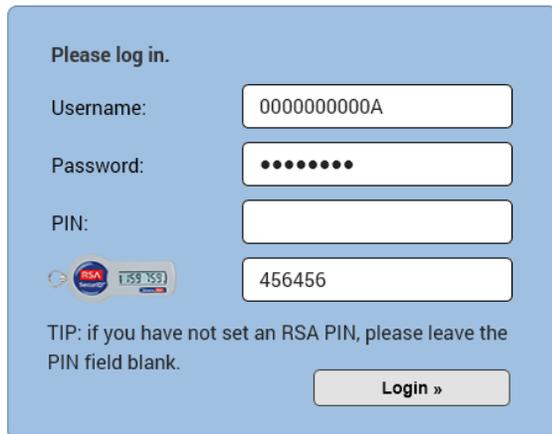
A user will need the following login credentials to access the system for the first time:

- Username (user ID): FCC assigned
- Password: the applicant FRN password
- RSA tokencode: a six-digit code generated by the RSA SecurID® token

In the Auction System login area, type in the username, password and the current tokencode on the individually assigned RSA token as shown in Figure 3. Leave the PIN field blank and click **Login »**.

 *Token codes change every 60 seconds. Avoid using a code that is about to expire, as indicated on the token screen, by waiting for a new code to appear.*

Figure 3: First time login procedure



Please log in.

Username:

Password:

PIN:

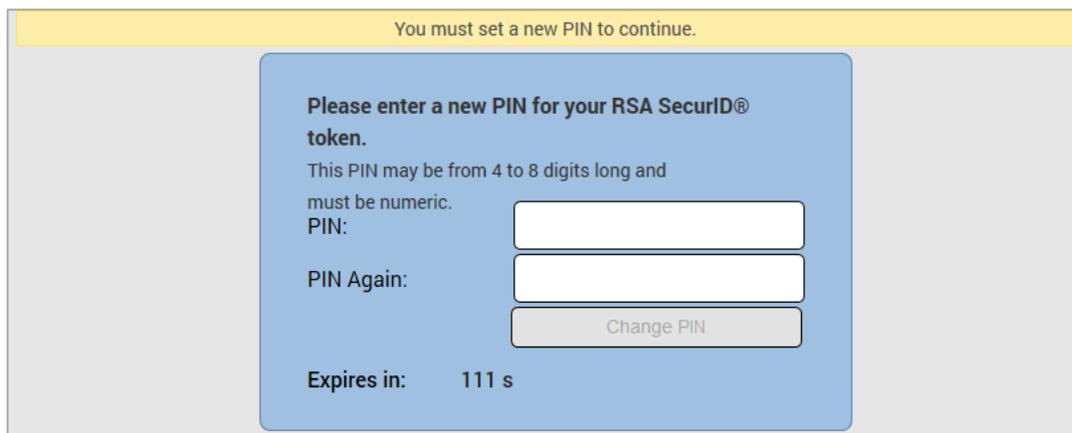


TIP: if you have not set an RSA PIN, please leave the PIN field blank.

* RSA tokencode will be generated by your RSA SecurID® token and will not be the same as the code shown in Figure 3.

This opens a screen to create a private PIN as shown in Figure 4.

Figure 4: Set PIN screen



You must set a new PIN to continue.

Please enter a new PIN for your RSA SecurID® token.
This PIN may be from 4 to 8 digits long and must be numeric.

PIN:

PIN Again:

Expires in: 111 s

Type in a 4 to 8 digit numeric PIN of your choice in the PIN field. Enter it twice as requested to ensure accuracy. Then click on . Memorize this PIN! Note that you have a limited amount of time to set a new PIN and confirm your credentials, as shown by the expiration time on the screen.

A message will display in a yellow box above the blue PIN and tokencode fields to indicate that the new PIN was accepted, as shown in Figure 5.

Type in the PIN you just created and a new tokencode. **Do not use the tokencode from the previous login page.** Make sure that the number on the RSA token's display has changed, type this new number into the tokencode field, then click .

Figure 5: Confirm RSA credentials

The new PIN was accepted. Please finalize the login with new RSA credentials.

Please wait until the tokencode changes on your RSA token. Then, enter the new tokencode.

PIN:



Expires in: 98 s

After completing the set-up procedure, the user will be able to access the system and see the navigation bar on the left-hand side. Thereafter, the standard login procedure applies.

2.2.2. Standard Login Procedure

To log in to the Auction System, a user will need the following login credentials:

- Username (user ID): FCC assigned
- Password: the applicant FRN password
- PIN: Personal Identification Number created during the initial login
- RSA tokencode: a six-digit code generated by the RSA SecurID® token

Enter the information on the login screen (see Figure 6) and click .

Figure 6: Login screen

2.3. Multiple Users for the Same Applicant

It is possible for more than one user for the same applicant to log in and access the system at the same time, each using their assigned username and credentials. Any updates made by one such user will be displayed on the screen of other users for the same applicant after the screen is refreshed.

However, **only one such user should modify commitments at any given time** to avoid a potential conflict in data that may produce a commitment, or set of commitments, that was not intended.

2.4. Automatic Logout

A user cannot be logged in to the Auction System using two computers at the same time.

Trying to use the same username to access the Auction System from a second computer will automatically log the user out from the first computer, and the first computer will display logout notification. This is a protective feature for users, because it allows a user to log in to the Auction System using a second computer if the first computer crashes before the user was able to log out of the system.

2.5. Lock Screen and Closing User Access

If a user is logged in to the Auction System but is inactive for more than 15 minutes, the Auction System screen automatically locks for security reasons. Unlocking the screen again requires the password followed by clicking **Unlock**. The user may manually lock his screen by clicking on the **Lock Screen** button, located at the bottom of the navigation bar on every screen as shown on Figure 7 in the next section.

If a user is inactive for more than 30 minutes, the Auction System will log him out completely. The user will need to log in again to access the site. The user may manually log out of the system at any time using the **Logout** button, located at the bottom of the navigation bar on every screen as shown in Figure 7 in the next section. Logging out of the system will not cause submitted commitments to be lost.

3. Navigation and Summary of Screens

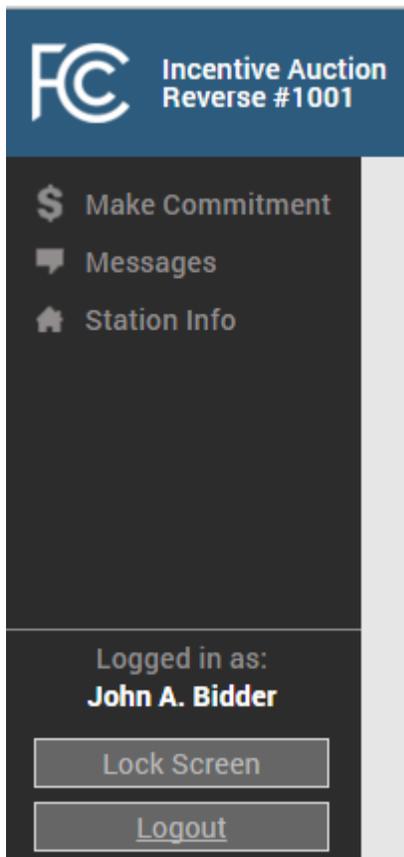
This section explains the navigation bar for the initial commitment module of the Auction System, provides a summary of the content of the screens, and explains the features that will be available before and during the initial commitment window.

3.1. Navigation and Features Common to All Screens

All screens have a navigation bar with links to the screens that are available to users. The navigation bar is located on the left-hand side of the screen and has a black background as shown in Figure 7. Beneath the navigation bar are the name of the authorized user who has logged in, the **Lock Screen** button, and the **Logout** button as described in Section 2.

Users are advised to use the navigation features of the Auction System once they are logged in. Using the browser's forward and back navigation functions may produce unpredictable results.

Figure 7 Navigation bar

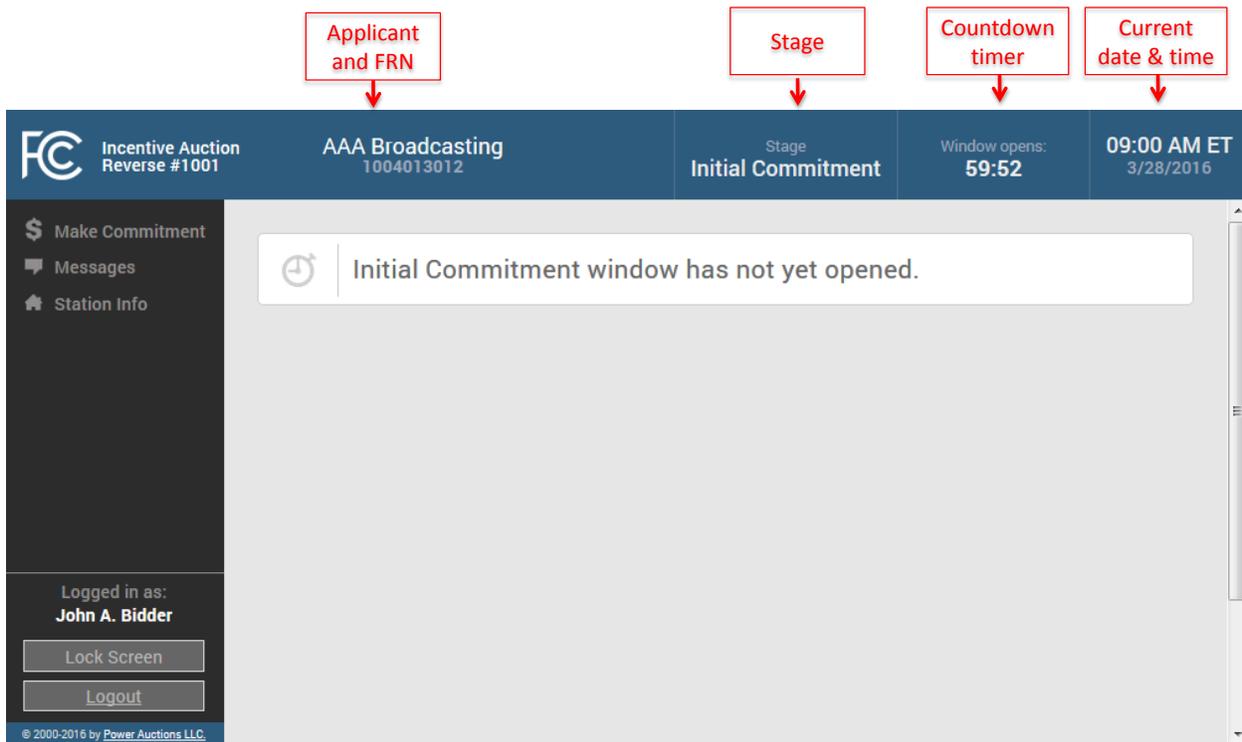


The bar at the top of each screen has information that is common to all screens. It shows:

- The name of the applicant and its FCC FRN;
- The stage of the reverse auction – which is “Initial Commitment” in this case;
- A countdown timer showing the time until the window opens, and the time until the window closes once the window has opened; and
- The current date and time in Eastern Time (ET).

These features are shown in Figure 8.

Figure 8: Information in the top bar of each screen



3.2. Summary of Screens

The three screens accessible from the navigation bar are:

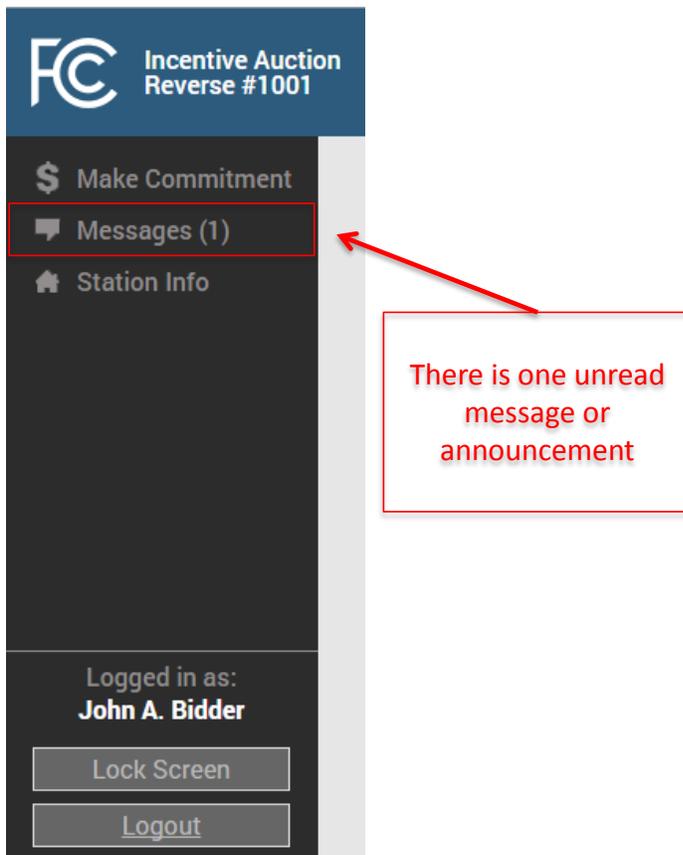
- The Make Commitment screen, where preferred options are selected for each station and then submitted during the initial commitment window.
- The Messages screen, which allows the user to receive announcements from the FCC. Users may also send messages to the FCC.
- The Station Info screen, which shows the applicant’s stations and the relinquishment option(s) selected for each on the Form 177 application along with the corresponding opening bid price offer for each relinquishment option.

The remainder of this section describes the Messages and the Station Info screens. The Make Commitment screen is described in Section 4. Making a Commitment.

3.3. Messages

If the user has any unread announcements or messages, the number of unread announcements/messages is indicated in parentheses next to the Messages link in the navigation bar, as shown in Figure 9.

Figure 9: New message indicator



3.3.1. Receiving and Reviewing Announcements

The FCC may send announcements to all users from time to time to provide information as necessary.

To read an announcement, click on the Messages link in the navigation bar on the left side. The Messages screen will open displaying all announcements and conversations, abbreviated where necessary, in reverse chronological order. Figure 10 below shows that screen with a notice that the user has a new announcement.

Figure 10: Details of announcements and conversations

If any of the announcements or messages shown on the screen has not been read, a green notification box will be displayed at the top of the screen indicating the number of unread announcements or messages. New announcements and messages are highlighted in green until they are read by clicking on the relevant [View entire announcement »](#) or [View entire conversation / Respond »](#) link.

3.3.2. Sending a Message to the FCC

Users can send private messages to the FCC using the Auction System. A private message is associated with an applicant's company (FRN). All users for that applicant can see the private message. Users in other companies cannot see the private message.

To compose a new message to the FCC, click on the [Compose New Message](#) button on the Messages screen.

Enter the subject and content of the message in the relevant fields as shown in Figure 11 below. Click [Send](#) to send the message. To cancel an unsent message, click on the [« Back to Messages](#) link and return to the Messages screen.

Figure 11: Compose a new message

Compose New Message

To: FCC

Subject: Sample message

This is a sample message to the FCC

regards

John Bidder

[Back to Messages](#) Send

The message is added as a new conversation in the 'My Conversations' section of the Messages screen. The FCC may reply by sending an electronic message or by calling the contact person on the phone. If there is an electronic reply from the FCC, the reply will be added to that conversation.

As with announcements, receiving a new message will be indicated by the number of new messages shown in parentheses next to the [Messages](#) link on the navigation bar on every screen.

Only the most recent message of a conversation is shown on the Messages screen, as illustrated in Figure 12. To view the complete message, if it is abbreviated, and all messages in a conversation, click on the [View entire conversation / Respond »](#) link for that conversation.



For time-sensitive issues, users should call the phone number provided in the Second Confidential Status Letter mailing.

Figure 12: A response to a conversation initiated by a user

The screenshot displays a web interface for messages. At the top, a green notification bar states "You have 1 new/updated conversation below." Below this, there is a search bar and a "Filter" button. The main content is divided into two sections: "Announcements" and "My Conversations".

Announcements

To: All Participants
From: Abigail Anderson, FCC
Sent: March 28 2016, 9:26:53 AM ET
Read: March 28 2016, 9:28:19 AM ET

Welcome to the Auction System for the Initial Commitment

Dear Users, Welcome to the auction system for the initial commitment. The initial commitment window opens at ...

[View entire announcement »](#)

My Conversations

With: FCC
From: Abigail Anderson, FCC
Sent: March 28 2016, 9:29:06 AM ET
2 Messages
(1 New)

Sample message

This is a sample response. Regards, FCC.

[View entire conversation / Respond »](#)

Additional UI elements include a "Compose New Message" button and a "Printer-friendly View" link.

After clicking on the link to view an entire conversation, click on the « [Back to Messages](#) link to return to the messages, or click [Respond To This Conversation](#) as shown in Figure 13 to add a further message to the same conversation. Type the message in the box that opens and click [Send](#) to send it to the FCC.

Figure 13 Responding to a conversation

Conversation

[Printer-friendly View](#)

With: FCC	Sample message
From: John A. Bidder, AAA Broadcasting (1004013012) Sent: March 28 2016, 9:28:44 AM ET	This is a sample message to the FCC regards John Bidder
From: Abigail Anderson, FCC Sent: March 28 2016, 9:29:06 AM ET	This is a sample response. Regards, FCC.

[« Back to Messages](#) [Respond To This Conversation](#)

Users can view all messages for the applicant for which they are logged in as well as announcements by clicking on the [All Messages](#) link at the top right-hand side as shown below circled in red in Figure 14. This page can then be printed using the browser's print function. There is also a filter to show messages containing particular words.

Figure 14: Use the All Messages link to see all announcements and conversations

The screenshot displays a 'Messages' interface. At the top, a green notification bar states 'You have 1 new/updated conversation below.' To the right of this bar, a red circle highlights a link labeled 'All Messages (Printer-friendly View)' next to a search input field and a 'Filter' button. Below the notification, the interface is divided into two main sections: 'Announcements' and 'My Conversations'. The 'Announcements' section shows a message from Abigail Anderson, FCC, dated March 28, 2016, with the subject 'Welcome to the Auction System for the Initial Commitment'. The message content reads: 'Dear Users, Welcome to the auction system for the initial commitment. The initial commitment window opens at ...'. A link 'View entire announcement »' is provided. The 'My Conversations' section shows a message from FCC, dated March 28, 2016, with the subject 'Sample message'. The message content reads: 'This is a sample response. Regards, FCC.'. A link 'View entire conversation / Respond »' is provided. A 'Compose New Message »' button is located in the top right of the 'My Conversations' section.

3.4. Station Info

The Station Info screen contains information about an applicant's stations. There is a row for each station. This information does not change during the auction.

Figure 15 is an example of this screen for an applicant with a single station for which the user can make an initial commitment. The screen shows the relinquishment options indicated on its Form 177 with a green check mark and provides the corresponding opening price offers. The checked relinquishment options are the options from which a user may choose a preferred option (and, if applicable, one or more fallback options) during the initial commitment window. In this example, all options were indicated on Form 177 as shown by the green check marks.

Figure 15: Station Info screen for an applicant with one station

Incentive Auction Reverse #1001		AAA Broadcasting 1004013012		Stage Initial Commitment		Window opens: 59:52	09:00 AM ET 3/28/2016
\$ Make Commitment Messages Station Info		Station Info Print Screen					
Call Sign	Facility ID	State	Volume	Options Selected on Form 177			Pre-auction Band
				Opening Prices			
				Off-air	Low-VHF	High-VHF	
KYOE-DT	2849	OR	266,503	✓ \$239,852,700	✓ \$179,889,525	✓ \$95,941,080	UHF

Figure 16 is an example of this screen for an applicant with multiple stations for which the user can make an initial commitment. Note in this example the applicant only indicated the Low-VHF relinquishment option for station WGAU-DT on its Form 177.

Figure 16: Station info screen for applicant with four stations

Incentive Auction Reverse #1001		ALL Broadcasting 1000491096		Stage Initial Commitment		Window opens: 59:52	09:00 AM ET 3/28/2016
\$ Make Commitment Messages (1) Station Info		Station Info Print Screen					
Call Sign	Facility ID	State	Volume	Options Selected on Form 177			Pre-auction Band
				Opening Prices			
				Off-air	Low-VHF	High-VHF	
WBOB-DT	64	TN	551,952	✓ \$496,756,800	✓ \$372,567,600	✓ \$198,702,720	UHF
WGAU-DT	1640	MD	627,026	\$564,323,400	✓ \$423,242,550	\$225,729,360	UHF
WHSN-DT	1392	PR	348,606	✓ \$188,247,240	✓ \$109,810,890	\$0	High-VHF
WRCD-DT	1880	VI	436,056	✓ \$392,450,400	✓ \$294,337,800	✓ \$156,980,160	UHF

[Logged in as: John A. Bidder](#)
[Lock Screen](#)
[Logout](#)

4. Making a Commitment

This section explains how to make an initial commitment using the Auction System.

Please note that if a user does not select and submit a preferred option **during the initial commitment window for a station**, the station will be automatically excluded from the clock phase of the auction and will be designated to be repacked in its pre-auction band.

4.1. Selecting Preferred Options and Submitting Commitments – Applicant With One Station

Users already logged in to the system when the initial commitment window opens will see a yellow pop-up indicating that the window has opened and with the instruction to refresh the screen. Click on [Update](#).

When the initial commitment window is open, the station(s) associated with the applicant will be listed on the Make Initial Commitment screen. An example for an applicant with a single station is shown in Figure 17. There is a row for each station. To the right of the station's call sign, there is a drop-down menu from which the user may select its preferred relinquishment option at the opening price offer shown.

Figure 17: Make Initial Commitment screen when window opens – applicant with a single station

The screenshot shows the 'Make Initial Commitment' interface. At the top, there is a header with 'FC Incentive Auction Reverse #1001', 'AAA Broadcasting 1004013012', 'Stage Initial Commitment', and 'Window closes: 1d 7:54:52 10:05 AM ET 3/28/2016'. Below the header, there is a 'Print Screen' button and a notification: '1 station has an unsubmitted commitment'. The main table has two columns: 'Station' and 'Relinquishment Option'. The station listed is 'KYOE-DT UHF'. The preferred option is 'Go off-air for \$239,852,700'. A 'Submit' button is located to the right of the option. Annotations with red arrows point to the 'Print Screen' button, the 'Go off-air for \$239,852,700' option, the drop-down arrow, and the 'Submit' button. A red box at the top right indicates 'Total of commitments not submitted'.

Clicking on the down arrow to the far right of the drop-down menu displays the relinquishment options the applicant entered on its FCC Form 177, as shown in Figure 18. The drop-down menu also includes an

option to decline to make a commitment. A red exclamation mark is displayed to the left of the **Submit** button to indicate that no commitment has been submitted for that station. A red warning message at the top right indicates how many stations in total have unsubmitted commitments.

Figure 18: Drop-down with commitment

To make an initial commitment for a station a user must click on its preferred option in the drop down menu, and then submit its preferred option by clicking on the **Submit** button on the far right. In order to participate in the auction with respect to a given station, a user must submit its initial commitment for that station **before the initial bid commitment window closes at 6:00 p.m. Eastern time on March 29, 2016.**

Once submitted, a green check mark will appear next to the button, which now says **Change**. This is shown in Figure 19. When initial commitments have been submitted for all stations (one station in this example), the warning message at the top right will change to green and will indicate that all stations have submitted commitments, as is also shown in Figure 19.

Figure 19: Commitments have been submitted for all stations

4.2. Changing a Preferred Option Before the Initial Commitment Window Closes

Users can click on **Change** to edit their previously submitted commitment for a station, i.e. to change their preferred relinquishment option for the station. To change the preferred option, click on the down arrow to the right of the drop down menu and click on the new option you wish to select. **Having made the change, users must submit the new option by clicking again on **Submit** before the window closes.** Please note that clicking on **Submit** is essential to ensure the change is saved in the system – a new alert message will appear at the top of the screen with a warning indicating that any changes must be submitted, as shown in Figure 20, and the area of the screen where the relinquishment option is selected will be framed in red for the relevant stations. Please note that in the example screen shown the user has changed the preferred option and decided to decline to make a commitment but this change has not yet been submitted. If the user changes its mind while in “change” mode and no longer wants to change its preferred option, the user can either clear any un-submitted modifications by refreshing the screen or it can re-submit its previously selected preferred option.

Figure 20: Any change must be submitted

The screenshot shows the top navigation bar with the following information: Incentive Auction Reverse #1001, AAA Broadcasting 1004013012, Stage Initial Commitment, Window closes: 1d 7:57:32, and 10:02 AM ET 3/28/2016. Below the navigation bar, there is a sidebar with 'Make Commitment', 'Messages', and 'Station Info'. The main content area has a 'Make Initial Commitment' button and a 'Print Screen' icon. A red warning message 'Any changes must be submitted' is displayed. A green message 'All stations have submitted commitments' is also visible. The main table has columns for 'Station' and 'Relinquishment Option'. The station 'KYOE-DT UHF' is listed with a 'PREFERRED OPTION' dropdown menu set to 'Decline commitments' and a 'Submit' button.

If the user moves to a different screen, refreshes the page, or logs out without clicking **Submit**, the change will not be saved. In that event, the system will consider the commitment that the user previously submitted as its commitment.

 Commitments must be submitted after making any change in order to save the change on the system. Check that there are no red warning messages at the top of the screen before you leave the page.

4.3. Selecting Fallback Options

If a user selects moving to a different band (for a UHF or High-VHF station) as the preferred option, the system will ask whether the user wishes to submit one or two fallback options depending on if the station’s pre-auction band is UHF or High-VHF. Fallback options will only include relinquishment options

the applicant entered on its FCC Form 177, and, if selected, will only be considered by the Auction System if the user’s preferred option cannot be accommodated when the system determines the initial clearing target. A user may decline to select fallback options by selecting “Decline Fallback Options” indicating that if its preferred option cannot be accommodated, then it wishes to drop out of the auction to be assigned a channel in its pre-auction band. Note that the “Go off-air” option can always be accommodated as a fallback, but selecting a different VHF band as a fallback may not be able to be accommodated.

If the user selects a move to a different band as the preferred option and therefore can opt to select a fallback option, the system will require the user to either select a fallback option or affirmatively decline to make a selection. The system displays explanatory information in the box to the right of the fallback option box. This is shown in Figure 21, where the user has checked “Decline Fallback Options.” The user can also hover the cursor over the question mark in the blue circle to see additional information.

Figure 21: Fallback bid options

The screenshot shows the 'Make Initial Commitment' interface for station KYOE-DT UHF. The 'Relinquishment Option' section is highlighted with a red box. It contains a 'PREFERRED OPTION' dropdown menu currently set to 'Move to Low-VHF for \$179,889,525'. Below this, the 'FALLBACK OPTION' section lists three choices: 'Go off-air for \$239,852,700', 'Move to High-VHF for \$95,941,080', and 'Decline fallback options', which is selected with a checked checkbox. A blue question mark icon is positioned to the left of the 'Decline fallback options' checkbox. A tooltip box to the right of the fallback options provides a warning: 'Due to the limited number of channels in the VHF band, the system may be unable to accommodate your preferred option for this station. Please select at least one fallback option or decline all fallback options.' A 'Submit' button is located to the right of the tooltip. The top of the screen displays the FCC logo, auction details (Reverse #1001), station name (AAA Broadcasting 1004013012), stage (Initial Commitment), window close time (1d 7:58:57), and current time (10:01 AM ET 3/28/2016). A navigation sidebar on the left includes 'Make Commitment', 'Messages', and 'Station Info'. A status bar at the top right indicates 'Any changes must be submitted' and 'All stations have submitted commitments'.

4.4. Selecting Preferred Options and Submitting Commitments – Applicants With Multiple Stations

The Make Initial Commitment screen works in the same manner for applicants with multiple stations as it does for applicants with a single station. Therefore, it is recommended that users for applicants with multiple stations read Section 4.1 (regarding applicants with a single station) before proceeding.

In Figure 22 below, the user for ALL Broadcasting is presented with the relinquishment options for a second station with the call sign WGAU-DT. Note that because this applicant only chose the “Move to Low-VHF” relinquishment option on the FCC Form 177 for station WGAU-DT, this is the only relinquishment option offered – other than the option to decline to make a commitment. No fallback options are available.

Figure 22: Making commitments for multiple stations

Station	Relinquishment Option
WGAU-DT UHF	PREFERRED OPTION Move to Low-VHF for \$423,242,550 Decline commitments
WBOB-DT UHF	PREFERRED OPTION Go off-air for \$496,756,800
WHSN-DT High-VHF	PREFERRED OPTION Go off-air for \$188,247,240

When preferred options have been entered and the **Submit** button has been clicked for all stations, the warning message at the top right will change to green and will indicate that all stations have submitted commitments. This is shown in Figure 23.

 Please note that you may need to scroll down to see all of your stations. For participants with many stations, the system will include a “filter” box at the top of the “Make Commitment” screen so that the user can filter the list of stations by [how?].

Figure 23: All commitments were submitted

The screenshot shows the 'Make Initial Commitment' interface. At the top, the header includes the FCC logo, 'Incentive Auction Reverse #1001', 'ALL Broadcasting 1000491096', 'Stage Initial Commitment', 'Window closes: 1d 7:54:41', and '10:05 AM ET 3/28/2016'. A green notification bar at the top right states 'All stations have submitted commitments'. Below this, a table lists the stations and their commitments:

Station	Relinquishment Option	Submitted	Status
WBOB-DT UHF	PREFERRED OPTION Go off-air for \$496,756,800	Submitted: 3/28/2016 10:04 AM ET	✓ Change
WGAU-DT UHF	PREFERRED OPTION Move to Low-VHF for \$423,242,550	Submitted: 3/28/2016 10:04 AM ET	✓ Change

At the bottom left, it indicates 'Logged in as: John A. Bidder'. A 'Print Screen' link is visible at the top right of the main content area.

4.5. Keeping a Record of Your Commitments

After submitting their initial commitments for each station, users are advised to keep a record of their choices by printing the Make Initial Commitment screen. This is done by clicking on the [Print Screen](#) link at the top of the screen to the right of the screen title.



It is important to print the Make Initial Commitment screen before the initial commitment window closes at 6 PM on March 29, 2016. Once the Initial Commitment window has closed, the information on this screen will not be available.

Appendices

Contents

Appendix 1: System Troubleshooting

- Situation 1 – “This page can’t be displayed” screen on first access
- Situation 2 – “Cookies must be enabled” displayed
- Situation 3 – “JavaScript must be enabled” displayed
- Situation 4 – “page cannot be displayed” shown when moving to a different screen
- Situation 5 – “This page has expired” displayed when you press the back button on your browser
- Situation 6 – Your security settings do not allow you to download a file in Internet Explorer
- Situation 7 – Your computer crashes
- Situation 8 – Certificate error message

Appendix 2: RSA SecurID® Token (RSA Token) Information

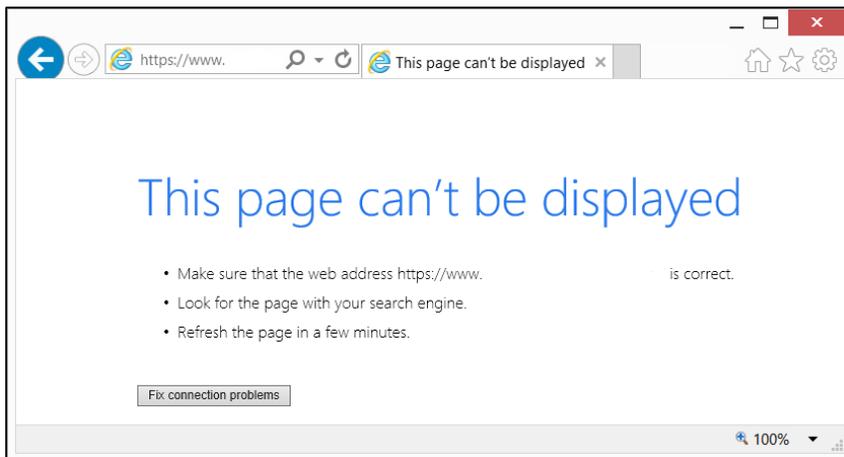
- Number of RSA Tokens Issued and Extra RSA Tokens
- Replacing Lost or Damaged RSA Tokens
- Change of users

Appendix 1: System Troubleshooting

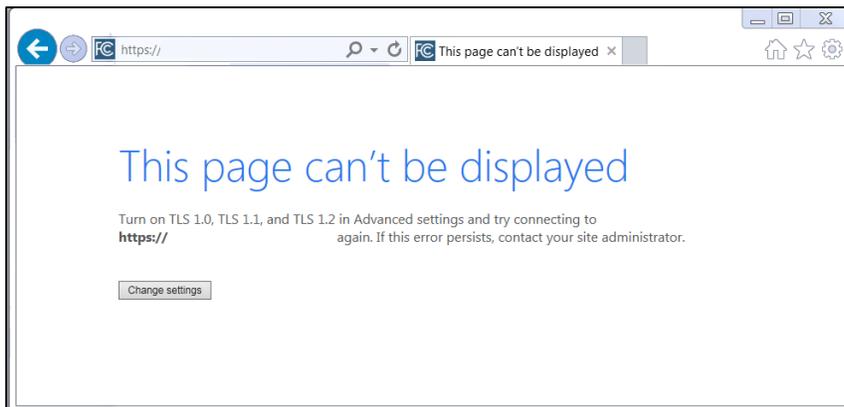
If you continue to experience problems after following the troubleshooting instructions, please call Technical Support at (877) 480-3201, option nine; (202) 414-1250; or (202) 414-1255 (TTY) (8:00 AM – 6:00 PM ET on business days).

Situation 1 – “This page can’t be displayed” screen on first access

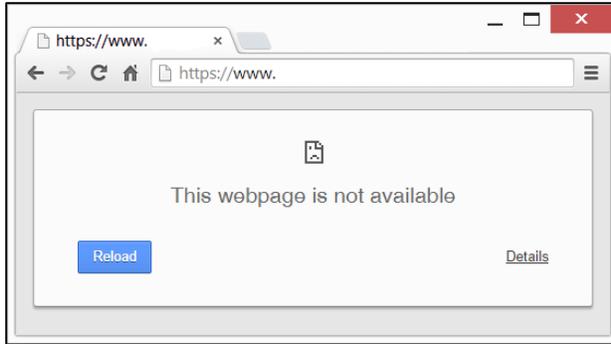
Figure 24: Page cannot be displayed messages



(Internet Explorer)



(Internet Explorer error message that may be displayed when TLS 1.1 is disabled)

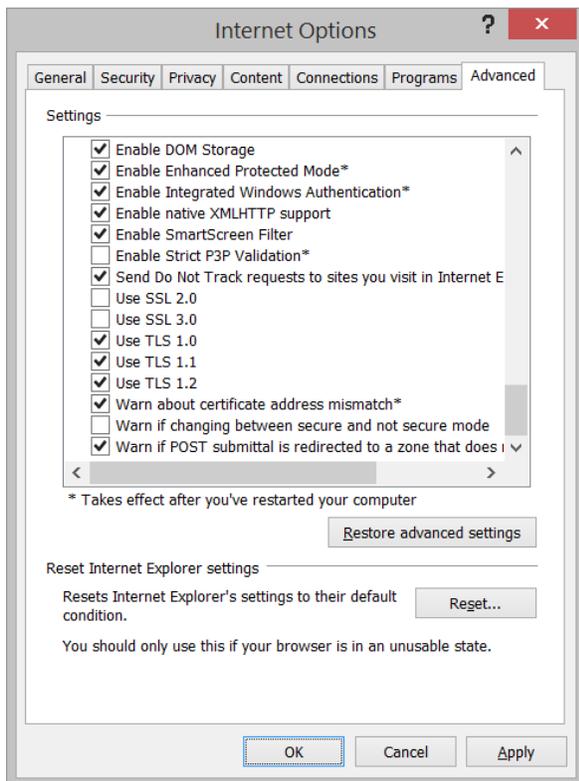


(Chrome)

If any of the screens shown in Figure 24 appear, complete the following steps:

- Confirm that the computer has external internet access. Try to access a common site on the internet such as <http://www.google.com>. If this is unsuccessful, the computer does not have external internet access.
- Confirm that the URL for the Auction System is correct.
- Confirm that your organization has not blocked access to the site. Your organization may only allow you to access certain external web sites. Check with your IT department.
- You may not have selected the “OK” button when the message appeared stating that you are about to enter a secure site. Re-start the browser and try again ensuring you click on the “OK” button.
- Confirm that you are using the correct browser version (see system requirements in Section 2.1) by performing the following steps:
 - Internet Explorer: First, click on the tools icon  (which can be found in the top right-hand corner of your browser). Then click “About Internet Explorer.”
 - Chrome: First, click on the tools icon  (which can be found in the top right-hand corner of your browser). Then click “Help” followed by “About Google Chrome.”
- Confirm that TLS has been enabled on your browser.
 - Internet Explorer, this is done by clicking on the “Tools” menu and then “Internet Options” and then clicking on the “Advanced” tab. The following options must be ticked: “Use TLS 1.1” and “Use TLS 1.2.” This is shown in Figure 25.
 - Chrome supports TSL 1.1 and TLS 1.2 by default. No changes are required.
- Confirm that your corporate firewall accepts TLS.

Figure 25: TLS settings for Internet Explorer



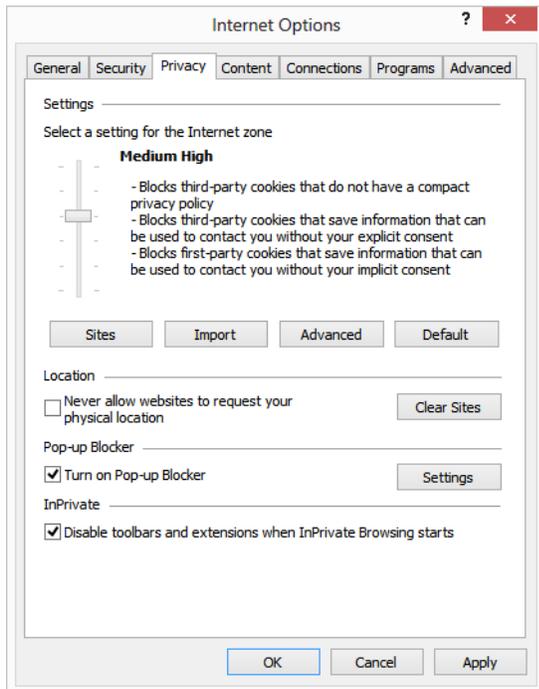
Situation 2 – “Cookies must be enabled” displayed

The Auction System requires that cookies are enabled on your browser. If cookies are disabled, you will see a message stating that cookies should be enabled.

To enable cookies in Internet Explorer, complete the following steps:

- Click on the tools icon  in the top right-hand corner of your browser, “Internet Options.”
 - Click on the “Privacy” tab of the “Internet Options” box that appears; and
 - Change privacy setting to “Medium High” or lower, as shown in Figure 26. Click on “OK.”
 - Restart your browser.

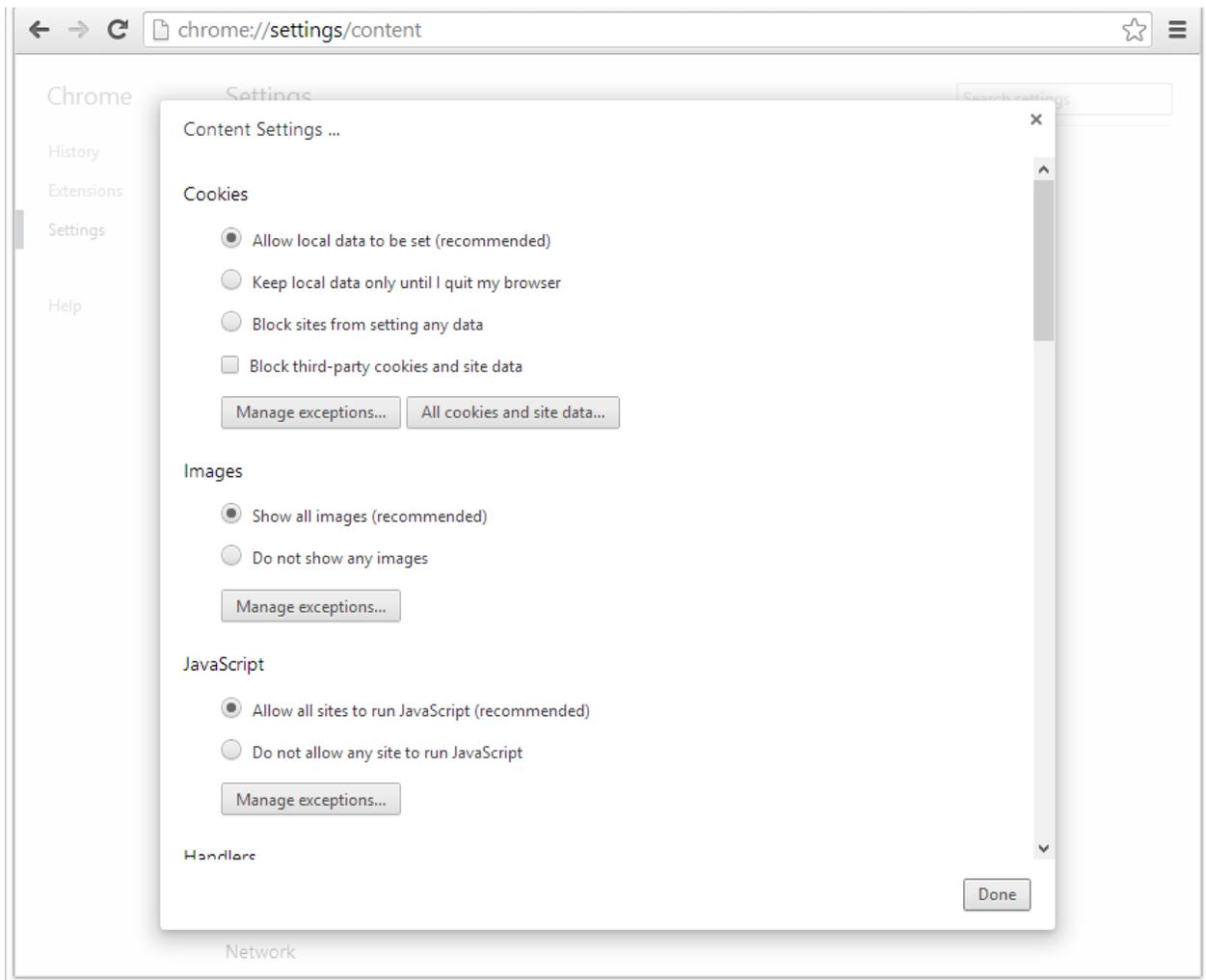
Figure 26: Enabling cookies in Internet Explorer



To enable cookies in Chrome, complete the following steps:

- Click on the tools icon  in the top right-hand corner of your browser, click on “Settings” followed by the “Show advanced settings” link at the bottom of the “Settings” tab that appears.
- In the “Privacy” section, click on the “Content Settings...” button to display a screen similar to that shown in Figure 27.
- Select the radio box “Allow local data to be set (recommended)” as shown in Figure 27.
- Click on “Done” to save the settings, and close the “Settings” tab.

Figure 27: Enabling cookies and JavaScript in Chrome



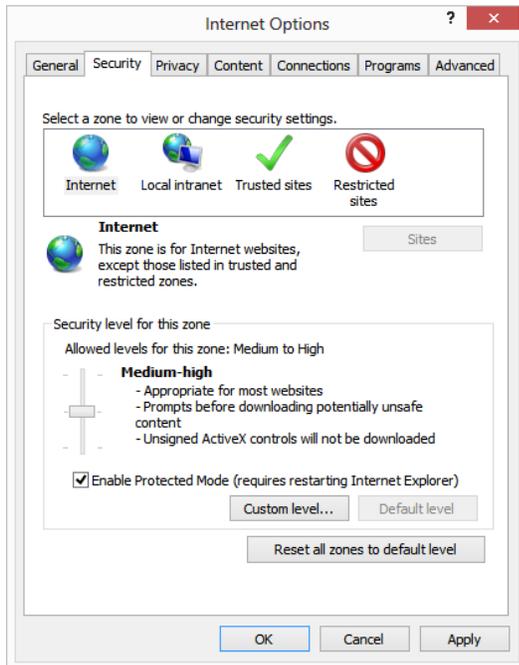
Situation 3 – “JavaScript must be enabled” displayed

The Auction System requires that JavaScript is enabled on the browser used. If JavaScript is disabled, there will be a message stating that “JavaScript in this browser is not enabled or is not working.”

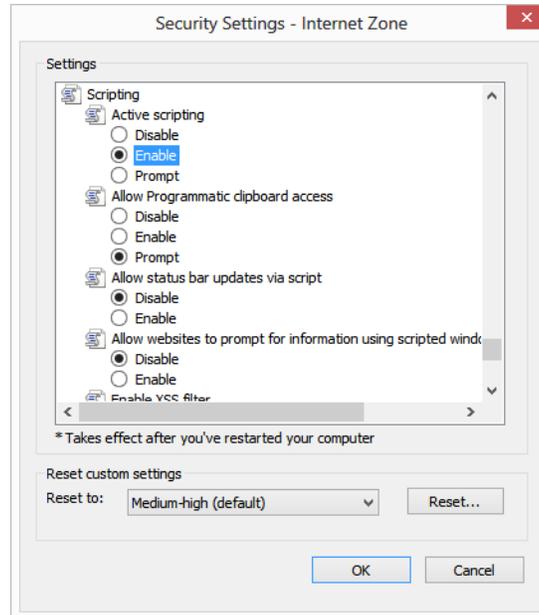
To enable JavaScript in Internet Explorer, either set the computer security level to its default or manually enable “Active Scripting” as described below.

- Click on the tools icon  in the top right-hand corner of your browser. Click on the “Security” tab of the “Internet Options” box that appears.
- Either click on the “Default Level” button (which will return your security settings to “Medium-high” as shown in Figure 28) or click on the “Custom Level ...” button and click on “Enable” for “Active Scripting” as shown in Figure 28.
- Click on “OK”, and “OK” again if necessary.

Figure 28: Enabling JavaScript in Internet Explorer



(Figure 28a: Default security settings)



(Figure 28b: Enabling JavaScript)

To enable JavaScript in Chrome, carry out the following steps:

- Click on the tools icon  in the top right-hand corner of your browser, then “Settings,” then “Show advanced settings” which appears as a link at the bottom of the “Settings” tab.
- In the “Privacy” section, click on the “Content Settings...” button.
- Select the radio-box “Allow all sites to run JavaScript (recommended)” (see Figure 27). Click on “Done” to save the settings, and close the “Settings” tab. Click “OK.”

Situation 4 – “page cannot be displayed” shown when moving to a different screen

If you have been using the Auction System successfully and “page cannot not displayed” appears when you click on a “link” or a button, then complete the following steps:

- Click on the “Refresh”/“Reload” button, to reload the page.
 - If that is successful, please verify any actions that you were taking when the message was displayed. If you were in the middle of placing a bid, those changes will have been lost, and you will need to select and resubmit that bid. All submitted bids that had the green check mark will remain unaffected.
- Your internet connection may have gone down. Confirm that your computer has external Internet access. Try to access a common site on the internet such as <http://www.google.com>. If this is unsuccessful, the computer does not have external internet access.

- The Auction System may be down. To confirm whether the Auction System is down, first confirm that you have internet access and then attempt to access the home page (see section 2.2). If you are unable to view this page, or the page states that the Auction System is unavailable, then the Auction System may be down. Check to see whether you have received an email from the FCC indicating that the system is unavailable. The FCC will inform you when the Auction System is expected to be available again.

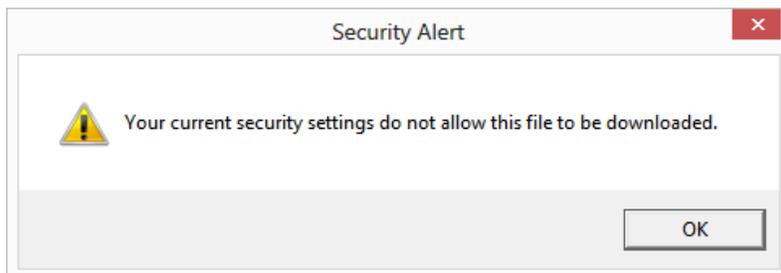
Situation 5 – “This page has expired” displayed when you press the back button

Do not use the browser’s back button to access a previous screen. To move between screens, use the links and buttons in the Auction System.

Situation 6 – Your security settings do not allow you to download a file in Internet Explorer

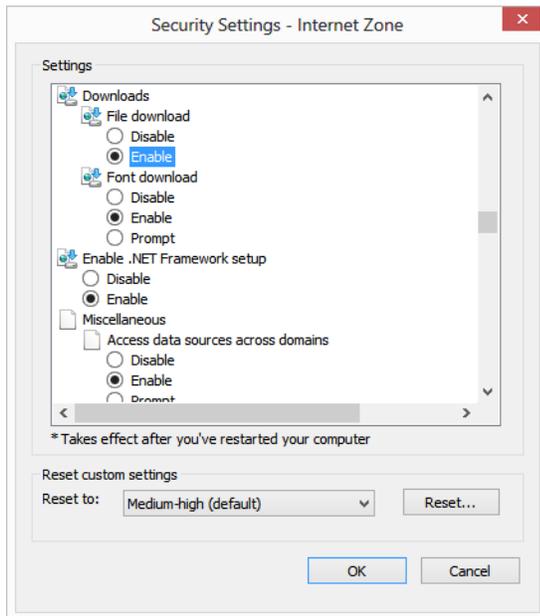
If Internet Explorer does not allow a file to be downloaded from the Auction System and displays the message shown in Figure 29, it is because downloads have been disabled in your browser.

Figure 29: Security message in Internet Explorer



To re-enable downloads in Internet Explorer:

- Click on the tools icon  in the top right-hand corner of your browser and click on the “Security” tab of the “Internet Options” box that appears.
- There are two ways to proceed:
 - Click on the “Default Level” button (which will return your security settings to “Medium-High” as shown in Figure 28 above, OR
 - Click on the “Custom Level...” button and click on “Enable” for “File Download” as shown in Figure 30.
- Click on “OK,” and “OK” again if necessary.
- If you cannot change these settings in your browser, please check with your IT department. They might have disabled user access to these settings for security purposes, in which case you will need them to change the settings for you.

Figure 30: Enabling downloads in Internet Explorer

Situation 7 – Your computer crashes

If the browser crashes or the computer freezes, it is recommended that you reboot the machine (or use a different machine) to access the Auction System.

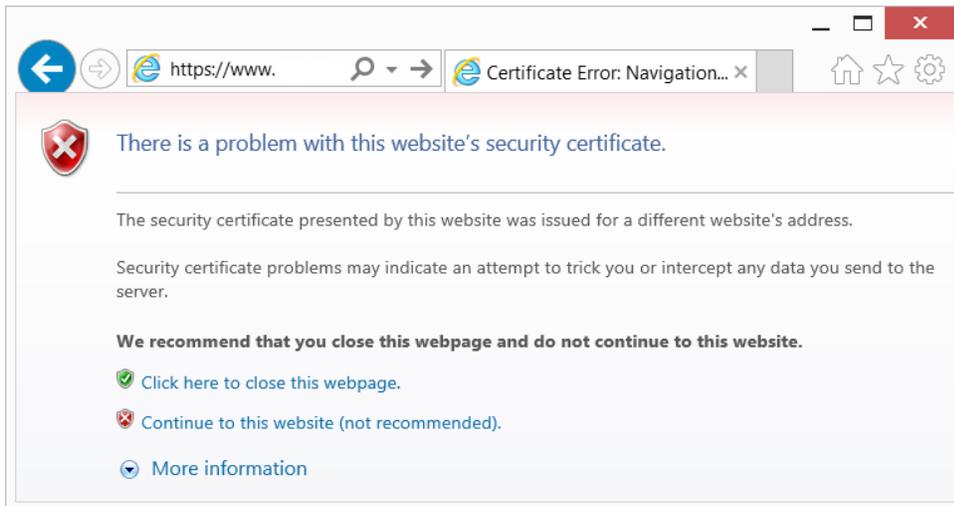
Please review any actions that you were taking when the computer crashed. If you were in the middle of submitting a commitment, those changes will have been lost, and you will need to select and resubmit that commitment. All submitted commitments that had the green check mark will remain unaffected.

If the computer crashes while you are using the Auction System, you may access the Auction System using a different computer. When a user logs in to a second computer, whether the user has logged out of the first computer or not, the second login will automatically cause the user to be logged out of the first computer.

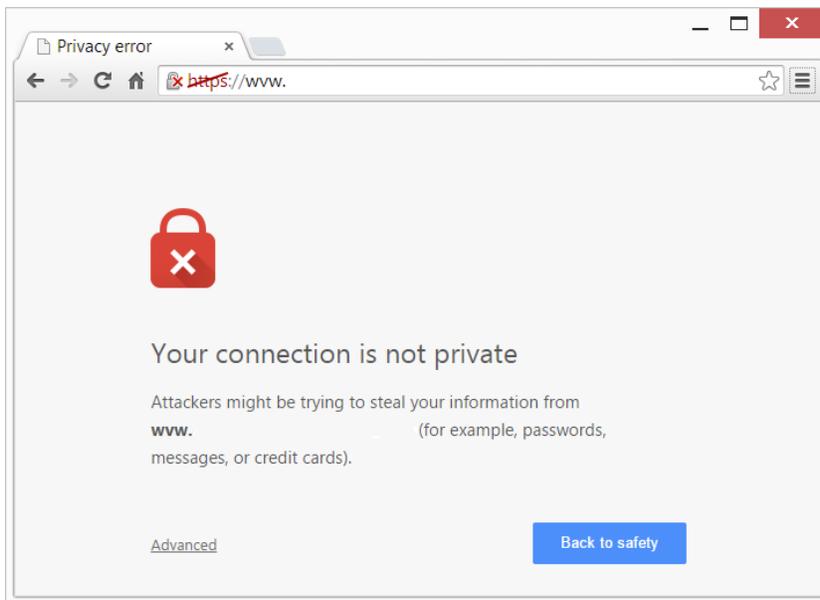
Situation 8 – Certificate error message

If you access the Auction System and see a security message similar to that shown in Figure 31 you should not proceed. Please call Technical Support (see the top of Appendix 1 for contact details).

Figure 31: Security messages for Internet Explorer and Chrome



(Internet Explorer)



(Chrome)

Appendix 2: RSA SecurID® Token Information

For additional assistance with lost or damaged RSA tokens and for questions about changing a user (i.e. authorized bidder), the person who has been designated as the contact person, or the certifying official on the applicant's Form 177 application (designated person), should call the telephone number provided with the Second Confidential Status Letter.

Number of RSA Tokens Issued and Extra RSA Tokens

Each applicant⁴ is issued either two or three RSA tokens depending upon the number of authorized bidders it identified on its Form 177. An applicant with three authorized bidders is issued three RSA tokens. An applicant with two authorized bidders is issued two RSA tokens for its authorized bidders PLUS one extra RSA token. An applicant with one authorized bidder is issued one RSA token for its authorized bidder PLUS one extra RSA token. Each applicant is permitted to identify on its Form 177 up to three authorized bidders to place bids.

The extra RSA token provides additional back-up for applicants with fewer than three authorized bidders to have an RSA token quickly reassigned by the FCC should one of their other tokens become lost or broken or should the applicant need to change an authorized bidder.

Each authorized bidder will have an assigned RSA token. Each RSA token is associated with a specific authorized bidder. RSA tokens are not interchangeable among authorized bidders. The FCC must reassign the token in the RSA server for the token to be functional.

Replacing Lost or Damaged RSA Tokens

In the event that an RSA token is lost or damaged, an applicant's designated person should call the telephone number provided with the Second Confidential Status Letter for assistance.

Change of User

An applicant may change or replace its authorized bidders. For more information on changing the authorized bidder assigned to an RSA token, an applicant's designated person should call the telephone number provided with the Second Confidential Status Letter.

⁴ RSA Token(s) will be sent only to each applicant whose application and at least one selected station have been deemed complete in the Second Confidential Status Letter