

Instructions for Submitting Express Comments to the FCC

*Item: Reviewing E-Rate Program and Student
Screen Time*

WC Docket Nos. 26-133; 13-184; 21-93; 21-455

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Comment Timeline

- ❖ **Docket is OPEN**

- The FCC's docket for this proceeding is currently OPEN

- ❖ **Filing Deadlines - October 13th by Midnight EST**

Ready to File?

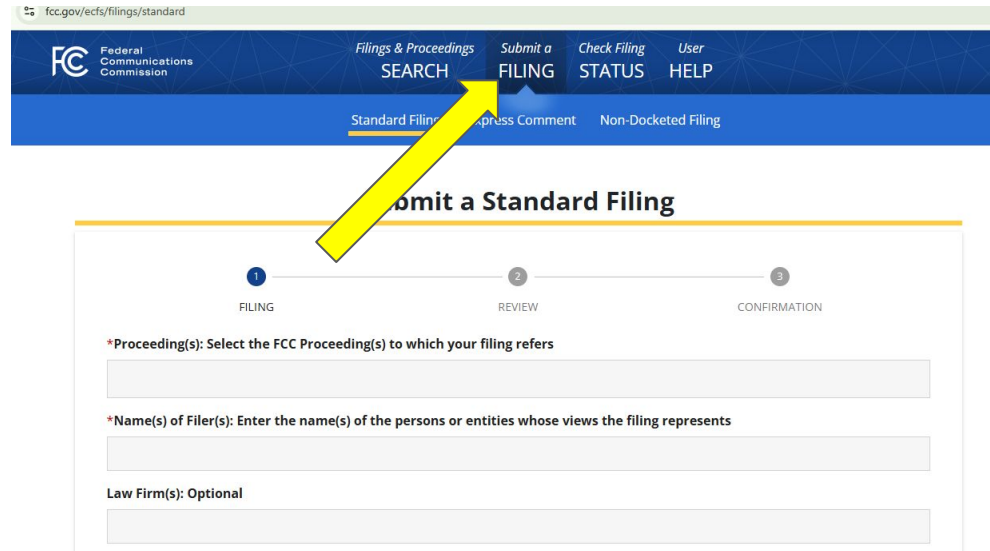
Follow the steps below

Step One: Go to the FCC's "Electronic Comment Filing System" to submit a filing

Go to the following URL to open the FCC's Electronic Comment Filing System ("ECFS") webpage

<https://www.fcc.gov/ecfs/filings/express>

This will bring you to the "Submit A Filing" webpage



The screenshot shows the FCC's Electronic Comment Filing System (ECFS) interface. The top navigation bar includes the FCC logo and links for "Filings & Proceedings", "Submit a Filing", "Check Filing Status", and "User Help". Below this, a secondary bar contains "Standard Filing", "Express Comment", and "Non-Docketed Filing". The main content area is titled "Submit a Standard Filing" and features a three-step process flow: 1. FILING, 2. REVIEW, and 3. CONFIRMATION. A yellow arrow points from the "Submit a Filing" link in the navigation bar to the "1 FILING" step. The "FILING" step is active and contains the following fields:

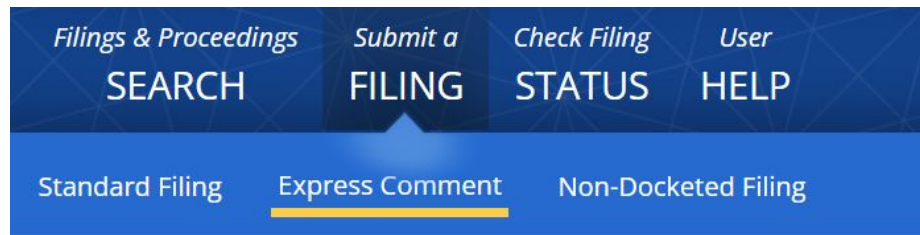
- *Proceeding(s):** Select the FCC Proceeding(s) to which your filing refers. (Text input field)
- *Name(s) of Filer(s):** Enter the name(s) of the persons or entities whose views the filing represents. (Text input field)
- Law Firm(s):** Optional. (Text input field)

Step Two: Choose What Type of Filing You Want to Submit

The FCC provides two options for the public to provide input:

- ❖ “Standard Filing” or
- ❖ “Express Comment”

Choose “Express Comment” to type a short statement into a form.



Step Three: Complete the Required Fields

Once you've chosen "Express Comment," complete all **REQUIRED** fields (those marked with a red asterisk)

Proceedings:

- ❖ Type in the following set of numbers. Press "tab" after typing in each one.
 - 26-133
 - 13-184
 - 21-93
 - 21-455

Name(s) of Filer(s):

- ❖ Type in your name if you are filing as an individual. Type your organization's name if you are filing on behalf of your organization.

Submit a Standard Filing

*Proceeding(s): Select the FCC Proceeding(s) to which your filing refers

26-133 × 13-184 × 21-93 × 21-455 ×

*

Name(s) of Filer(s): Enter the name(s) of the persons or entities whose views the filing represents

Organization Name x

Law Firm(s): Optional

Attorney/Author/Submitter Name(s): Add the names of any individuals who authored or assisted the filer with this filing submission (Optional)

Complete the Required Fields (Cont'd)

Primary Contact E-Mail:

- ❖ Type the E-Mail address of primary contact for the organization who is filing
 - While this field is optional, providing an E-Mail address will send a confirmation/receipt that the filing was submitted to the primary contact

Type of Filing:

- ❖ Choose “COMMENT”

Primary Contact E-Mail: For confirmation receipt (Optional)

*Type of Filing

COMMENT

File Number

Report Number

Bureau ID Number

Complete the Required Fields (Cont'd)

Address:

- ❖ The next section requires address information. First, choose which address option you want:
 - **Address of: Choose one of three options (Filer, Law Firm, Author)**

- ❖ Then, fill out the rest of the fields
 - **Address**
 - **City**
 - **State**
 - **Zip Code**

*Address of

REQUIRED

*Address ☐ International

Address 2

*City

*State

REQUIRED

*ZIP code

Zip code 4 digit extension

Step Four: Type Your Filing

Type Your Comment:

- ❖ After filling in all of the required information, type or paste your comment directly into the form under “Brief Comments.”

*ZIP code

Zip code 4 digit extension

*Brief Comments

Type your comments here|

Do you want an Email Confirmation of this filing?

No ☐ Yes ☒

Step Five: Acknowledgement and Review

Complete the Acknowledgement:

- ❖ Once all of the fields are completed and you have typed or pasted in your comment, complete the acknowledgement by checking the “box”

Continue to Review Screen:

- ❖ Click “Continue to Review Screen”

☐

Note: By checking this box, I acknowledge that I am filing a document into an official FCC proceeding. All information submitted, including names and addresses, will be publicly available via the web. [Privacy Act Statement](#) 

CONTINUE TO REVIEW SCREEN ➡

RESET FORM

Step Six: Review and Submit Your Filing

Proofread:

- ❖ The next screen allows you to proofread all of the information you previously entered

I'm Not a Robot:

- ❖ Check the box to indicate that you are not a robot

Submit:

- ❖ If all of the information entered is correct, hit “Submit” to officially file your document
 - The next screen will show you a confirmation message. If you elected to receive an E-Mail notification, you will also receive a confirmation to the address you submitted.



Note: You are filing a document into an official FCC proceeding. All information submitted, including names and addresses, will be publicly available via the web.

☐

I'm not a robot



SUBMIT

GO BACK

Keeping Track of the Docket

- ❖ You can go back and view the electronic docket at any time
 - You can see your filing
 - You can see and review other filings

- ❖ Go to the following URL:

<https://www.fcc.gov/ecfs/search/search-filings>

- ❖ Proceeding(s): Type in the docket numbers:
 - 26-133
 - 13-184
 - 21-93
 - 21-455

Search All Public Filings

Search Full Text

+ ADVANCED SEARCH

Proceeding(s)

26-133 ×

13-184 ×

21-93 ×

21-455 ×

Name(s) of Filer(s)

Law Firm