



User Guide for the ACTA Online Filing (AOF) System

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Information regarding filing requirements and guidance for specific scenarios can be found in *Guidelines & Procedures for Submittal of Information to the ACTA for Inclusion in the Database of Approved Telephone Terminal Equipment and Customer Premises Equipment (CPE) Used with Advanced Communications Services (ACS), Including Voice-Over Internet Protocol (VoIP) Telephones*, commonly referred to as the ACTA Submission Guidelines. The ACTA Submission Guidelines can be found at <https://part68.org/documents/>.

For any questions or issues not addressed by this user guide or the ACTA Submission Guidelines, please contact acta@atis.org.

Per the ACTA Submission Guidelines, the ACTA may be able to process a filing on your behalf for an additional filing fee of \$95. Please email acta@atis.org for details.

1 Filer Registration

Register for a filing account using your company email address:

- From the homepage, click the tab entitled “Online Filing System” and select “Filer Registration”.
 - The direct link to this page is: <https://part68.org/online-filing/register/>.
- Create a username, enter your email, and create a password.
- Accept the Indemnification and Liability Statement.
- Move to the next page and enter your company specific information.
- Once submitted, you will receive a message thanking you for registration. A confirmation email will also be sent to the email address you provided.

2 Logging in/Resetting Password

- To begin using your account, login using your email or username and password.
 - To reset your password and update information (all fields except username can be updated) after logging in, click “My Account” on the far right-hand side.
 - The direct link to this page is: <https://part68.org/account/>
- If you forget your password, you can reset it at any time using the “lost your password?” link underneath the login screen.

3 Online Filing System

The following functions are available by clicking “Online Filing System” on the right-hand side after logging in.

3.1 Register an RPC

A Responsible Party Code (RPC) is a 3-character alpha numeric code used to identify a particular responsible party (e.g., a company). Each RPC may be associated with several products that are registered under that RPC. It is essential to have an RPC to file with the ACTA.

Note: New users should note that “Registering an RPC” and submitting an “Original Filing” are separate filings. All filing types require a registered RPC. However, your RPC will not be visible on the Part68 database until after an Original Filing is entered.

To Register an RPC, follow these steps:

- After logging in, click the tab entitled “Online Filing System” and select “Online Filing System”.
 - The direct link to this page is <https://part68.org/online-filing/>
- Select “Register an RPC” from the dropdown menu and proceed to the next page where you can enter a unique RPC.
 - The system will not allow you to register for an RPC that has already been claimed.
 - Valid RPCs are three characters (alpha-numeric).
 - Please note that you cannot change your RPC after registration.
- Once you have selected a unique RPC, proceed to the next page and enter your RPC’s data.
 - Pick a unique RPC and register it in the system using this form.
 - Please note that if you need to change your Applicant Name (i.e., the company or organization that will serve as the responsible party) after RPC registration, you will need to file a “Transfer an RPC” filing.
 - All other information associated with the RPC can be updated with an RPC Data Validation filing (required on an annual basis).
- Proceed to the next page and add a point of contact for the RPC.
- Pay for your filing and submit it.
- Once submitted, you will receive a confirmation message and an email will be sent to the email address associated with the RPC.

3.2 General Filing Instructions

There are six filing types (in addition to registering for an RPC) in the ACTA Online Filing (AOF) System. Further information about these filing types can be found at <https://part68.org/online-filing/filing-types-and-fees/>:

- Original Filing
 - Modification
 - Notice of Change
 - Re-certification
 - Transfer RPC
 - Validate RPC Data (Stabilized Maintenance is available as a part of this filing type)
- To file, log in and click the tab entitled “Online Filing System” and select “Online Filing System”.
 - The direct link to this page is <https://part68.org/online-filing/>
 - Select your desired filing type from the drop down and proceed through the pages as directed.
 - Pay for your filing and submit it.
 - Once submitted, you will receive a confirmation message and an email will be sent to the email address associated with the RPC.

“Transfer RPC” and “Validate RPC Data” are further detailed below as those filing types require manual input from the ACTA after user submission.

3.3 Additional Instructions for “Transfer RPC” Filing

This filing requires manual input from the ACTA for approval.

A “Transfer RPC” filing is the transfer of control or ownership of an RPC between two parties. The Submission Guidelines state: “[i]n the case of transactions affecting the identification of the Responsible Party of a Suppliers Declaration of Conformity (SDoC), such as a transfer of control or sale to another company, merger, or transfer of manufacturing rights, the successor entity shall become the responsible party and notice shall be given to the ACTA within 60 days after the consummation of the transaction.” The intent here is to hold the Responsible Party accountable to notify the ACTA in a timely manner of any company mergers, transfers or company sales. Ultimately,

this is to prevent confusion on behalf of the consumer who may be looking up information regarding a particular piece of telephone terminal equipment.

To conduct a Transfer RPC filing, follow these steps:

- Log in and click the tab entitled “Online Filing System” and select “Online Filing System”.
 - The direct link to this page is <https://part68.org/online-filing/>
- Select “Transfer an RPC” from the dropdown.
- Enter the RPC you wish to transfer and proceed forward.
- Edit the information associated with the RPC, including the Applicant Name.
- Pay for your filing.
- You will receive confirmation of successful filing on the screen.
- This filing type requires manual input from the ACTA; you will receive a confirmation email once your information has been updated in the Part68 database.

3.4 Additional Instructions for “Validate RPC Data” Filing (Required Annually)

An important responsibility of the ACTA is to maintain an accurate and up-to-date database of all Part 68 Telephone Terminal Equipment (TTE). The information associated with an RPC is extremely important to the FCC, U.S. Customs, and consumers. The RPC is the main piece of information that establishes the connection between the responsible party and the telephone equipment stored in the database. As a result, it is imperative that the information be correct, not only at the time of the filing, but on an on-going basis.

Inaccurate contact information associated with an RPC poses a problem not only for the FCC, U.S. Customs, and consumers who have questions/issues with products or company information, but also for ACTA when releasing important information regarding Part 68 compliance.

To encourage accuracy of the information within the Part68 database, RPC Data Validation (a filing type noted below) is discounted from October 1st to February 1st of every year. At the start of the discount period, a public notice shall be issued by the ACTA through the exploder list and on the Part68 website (as noted above on Public Notices).

Responsible Parties or their Authorized Submitters (e.g., TCB or independent lab) should validate their RPC data on an annual basis, for each individual RPC they hold. While the filing type is discounted from October 1st to February 1st, an RPC can be validated at any time of the year.

Key points to note in communications regarding this filing type:

- Responsible Parties are required to validate their data on a yearly basis regardless of whether any changes occurred during the current calendar year.
- Responsible Parties cannot validate their data for more than one calendar year.
- Validation for the next calendar year begins on October 1st of the previous year.
- Validation is per RPC. If there are several products in the ACTA database that use the same RPC code, once the RPC has been validated all associated products using that RPC will update automatically to display the correct information.
- Validation is per RPC. If a company holds more than one RPC, they will need to submit separate RPC Data Validation filings for each RPC.
- A discounted fee to encourage filing is available between October 1-February 1.
- Please note that a company name cannot be changed during RPC Data Validation. A Transfer RPC filing is required to update a company's name.

A form of RPC Data Validation, Stabilized Maintenance allows an RPC to be validated for the remaining life of the RPC. To file for Stabilized Maintenance, you must meet the requirements outlined in the Submission Guidelines. These requirements are also listed on the following webpage, under “Validate RPC Data”: <https://www.part68.org/online-filing/filing-types-and-fees/>. If you meet the requirements, follow the steps below for RPC Data Validation, and indicate that the filing is Stabilized Maintenance on the payment page.

To conduct RPC Data Validation, follow these steps:

- Log in and click the tab entitled “Online Filing System” and select “Online Filing System”.
 - The direct link to this page is <https://part68.org/online-filing/>
- Select “Validate RPC Data” from the dropdown and click submit.

- Enter the RPC you wish to validate and proceed to the next step. On the next page, confirm that you wish to validate the RPC for the calendar year.
- Update information associated with the RPC or confirm that all the information is correct. There are two pages that will require updating or confirmation.
- Pay for your filing.
 - If this is a Stabilized Maintenance RPC Validation, please select “yes” when prompted. The form will default to “no”.
- You will receive confirmation of successful filing on the screen.
- This filing type requires manual input from the ACTA; you will receive a confirmation email once your RPC has been validated for the calendar year.

Note: There is no additional cost to update RPC information after RPC Data Validation is completed for that calendar year. If you have already completed RPC Data Validation for the year and need to update your RPC's information again, please email acta@atis.org to receive access to update your information free of charge.

3.5 RPC Search

The RPC search allows the user to search the database for an RPC. To search for an RPC, enter the 3 digit-alpha numeric RPC that you wish to search, and press enter or click the search button on the right-hand side. The search will return the RPC in question.

To browse all RPCs in the system, leave the search field blank and click the search button on the right-hand side.

3.6 Filing Search

The filing search allows the user to search the database for a filing (or set of filings) associated with various inputs (e.g., RPC). Please note that only one input can be searched at a time when using this search type.

To browse all filings in the system, leave the search field blank and click the search button on the right-hand side.