

# Guide to Filing Comments, Letters, Etc. with respect to the SpaceX Gen2 Application in the FCC's International Bureau Filing System (IBFS)

## Overview

Comments, petitions, letters, and other filings with respect to SpaceX's Gen2 satellite application must be filed through the FCC's International Bureau Filing System (IBFS).

Please note that the IBFS website can be a bit temperamental (e.g., it may be necessary to click a link more than once for it to open properly, the IBFS filing feature may time out after a relatively short period of time). That said, use of the website is straightforward and any errors are normally curable by simply repeating the relevant step(s) in the process.

## Step 1: Go to the IBFS website

Link: <https://licensing.fcc.gov/myibfs/>

The screenshot shows the MyIBFS website interface. At the top left is the MyIBFS logo and the Federal Communications Commission logo. Below the logo is a 'QUICK SEARCH' section with a 'Call Sign' dropdown menu and a search button. To the right of the search section are 'Useful Links' including 'FCC Home', 'Create FRN', 'FCC Fees', 'Forgot My Password', 'Web Policies & Privacy Statement', and 'Help'. Further right are 'NEW Schedule S Online Form' and 'NEW Schedule S Instructions' with a list of links: 'Frequently Asked Questions about Filing Earth Station Applications', 'Schedule S Form Information', and 'Pleadings and Comments'. Below the search and links sections is a 'Login To MyIBFS' section with fields for 'FRN' and 'Password (FRN's Password or Associated FCC Username's Password)', and a 'Submit' button. At the bottom is a table titled 'IBFS Public Notices (PNs)' with columns for 'Date', 'Report No.', and 'Description'.

Date	Report No.	Description
09/07/2022	SES02497	SES Accepted for Filing Public Notice
09/07/2022	SES02498	SES Action Taken Public Notice
09/02/2022	SAT01662	SAT Action Taken Public Notice
09/01/2022	TEL02214	TEL Action Taken Public Notice
09/01/2022	TEL02213NS	TEL Accepted for Filing Non-Streamlined Public Notice
08/31/2022	SFS02496	SFS Action Taken Public Notice

**Step 2: Click on "Pleadings and Comments"**

The screenshot displays the MyIBFS website interface. At the top left is the MyIBFS logo and the Federal Communications Commission logo. A navigation menu on the left includes sections for QUICK SEARCH, FILE, RELATED SYSTEMS, and CONTACT US. The main content area features Useful Links, a NEW Schedule S Online Form section with a red circle around "Pleadings and Comments", a Login To MyIBFS form, and a table of IBFS Public Notices (PNs).

**QUICK SEARCH**  
 Call Sign   
  
 Advanced Search  
 Yesterday's Filings  
 Yesterday's Actions  
 Pleadings and Comments  
 SES Location Search  
 Quick Reports >>

**FILE**  
 Using IBFS >>  
 47 CFR@GPO.GOV  
 Resources  
 Login

**RELATED SYSTEMS**  
 FRN / CORES  
 (FCC Registration Number)  
 ASR  
 (Antenna Structure Registration)  
 FCC E-Filing Systems  
 (FCC Electronic filing Systems)

**CONTACT US**  
 E-Mail Us  
 IBFS Contacts

**Useful Links**  
 FCC Home  
 Create FRN  
 FCC Fees  
 Forgot My Password  
 Web Policies & Privacy Statement  
 Help

**NEW Schedule S Online Form**  
**NEW Schedule S Instructions**

- Frequently Asked Questions about Filing Earth Station Applications
- Schedule S Form Information
- **Pleadings and Comments**

**Login To MyIBFS**

FRN:

Password (FRN's Password or Associated FCC Username's Password):

IBFS Public Notices (PNs)		
Date	Report No.	Description
09/07/2022	SES02497	SES Accepted for Filing Public Notice
09/07/2022	SES02498	SES Action Taken Public Notice
09/02/2022	SAT01662	SAT Action Taken Public Notice
09/01/2022	TEL02214	TEL Action Taken Public Notice
09/01/2022	TEL02213NS	TEL Accepted for Filing Non-Streamlined Public Notice
08/31/2022	SES02496	SES Action Taken Public Notice
08/31/2022	SES02495	SES Accepted for Filing Public Notice
08/26/2022	SAT01661	SAT Action Taken Public Notice
08/26/2022	SAT01660	SAT Accepted for Filing Public Notice
08/26/2022	SCL00386	SCL Action Taken Public Notice
08/26/2022	TEL02211S	TEL Accepted for Filing Streamlined Public Notice

### Step 3: Enter Basic Pleading and Filer Information

- Select pleading type from dropdown menu; if you don't know which type of pleading you are filing, select "LETTER" from the dropdown menu
- Check "No" in response to the question about whether confidential treatment is requested (unless you are submitting confidential material for some reason)
- Leave the "FRN" field blank
- Do NOT click the "Pre-fill from CORES" button
- Enter the requested "Filer Information" (note that this information, other than the name of the filing party, generally is not made public)
- Skip the "Contact Information" section (unless a different party is submitting the filing for some reason)
- Click "Next Step" in the bottom right corner of the page when ready to proceed

**IBFS** Federal Communications Commission

**Non-docketed Pleadings**  
If your pleading refers to a docketed or rulemaking proceeding, please use the [FCC's Electronic Comments Filing System](#).

If Commission rules require you to serve your pleading on other parties to the proceeding, you must serve them by mail or as otherwise specified by the rules. Filing a pleading through IBFS does not satisfy the service requirements.

**Step 1 of 3**  
► Pleading Information  
2 File Numbers/Call Signs  
3 Attach File(s)

**QUICK SEARCH**  
Call Sign

Advanced Search  
Yesterday's Filings  
Yesterday's Actions  
Pleadings and Comments  
SES Location Search  
Quick Reports >>

**FILE**  
Using IBFS >>  
47 CFR@GPO.GOV  
Resources  
Login

**RELATED SYSTEMS**  
FRN / CORES  
(FCC Registration Number)

ASR  
(Antenna Structure Registration)

FCC E-Filing Systems  
(FCC Electronic filing Systems)

**CONTACT US**  
E-Mail Us  
IBFS Contacts

**Pleading Information**

Pleading Type:

**Confidential Treatment**

Is Confidential Treatment requested?  Yes  No

**Filer Information**  
Provide the following information for the party on whose behalf the Pleading is made.

FRN (Optional):

Name:

Company:

Street Address:

City:

State:

Zip Code:

Country:

Phone:   
NNN-NNN-NNNN xNNN

Email:

**Contact Information**  
If the party submitting the Pleading is different from the Petitioner, provide the following information.

FRN (Optional):

#### Step 4: Enter SpaceX Gen2 File Numbers

- There are two file numbers associated with the SpaceX Gen2 application
  - SAT-LOA-20200526-00055
  - SAT-AMD-20210818-00105
- Enter both numbers into the blank spaces and then click “Add File Numbers to Pleading List”

**Non-docketed Pleadings**  
**File Numbers/Call Signs**  
**Multiple applications or licenses**  
If your pleading references multiple applications or licenses, you must enter each file number or call sign in the screen below. Enter up to 10 call signs or file numbers and select the button to add them to the list. You may repeat this process as many times as necessary.

Call Sign or File Number  Call Sign or File Number   
Call Sign or File Number  Call Sign or File Number   
Call Sign or File Number  Call Sign or File Number   
Call Sign or File Number  Call Sign or File Number   
Call Sign or File Number  Call Sign or File Number

**Add File Numbers to Pleading List**

Select	File Number	Call Sign	Applicant
<input checked="" type="checkbox"/>	SAT-LOA-20200526-00055	S3069	Space Exploration Holdings, LLC
<input checked="" type="checkbox"/>	SAT-AMD-20210818-00105	S3069	Space Exploration Holdings, LLC

#### Step 5: Select Gen2 File Numbers

- Click the “Check All” box
- Make sure that the boxes to the left of each file number have a green check mark
- Click “Next Step” in the bottom right corner of the page when ready to proceed

**Applicant Proceeding List**

Check All

Select	File Number	Call Sign	Applicant
<input checked="" type="checkbox"/>	SAT-LOA-20200526-00055	S3069	Space Exploration Holdings, LLC
<input checked="" type="checkbox"/>	SAT-AMD-20210818-00105	S3069	Space Exploration Holdings, LLC

**Next Step**

## Step 6: Upload Submission

- Click the paperclip icon under “Replace/Attach”

**MyIBFS FC** Federal Communications Commission


**Non-docketed Pleadings**

**Attachment Files**  
You must upload at least one attachment in order to file a pleading.

**Step 3 of 3**  
1 Pleading Information  
2 File Numbers/Call Signs  
▶ **Attach File(s)**

**Non-Confidential Attachment List**

These documents will be publicly available for download over the Web.

Select	Description	File Name	Date Uploaded	Replace/Attach
<input type="checkbox"/>				

[Delete Attachment](#)

[Previous Step](#) [Return to MyIBFS](#) [Submit](#)

**QUICK SEARCH**  
Call Sign   
[GO](#)

Advanced Search  
Yesterday's Filings  
Yesterday's Actions  
Pleadings and  
Comments  
SES Location Search  
Quick Reports >>

**FILE**  
Using IBFS >>  
47 CFR@GPO.GOV  
Resources  
Login

- Provide a brief description of the filing (e.g., “John Smith Letter on SpaceX Application”)
- Select file type as “PDF” from the dropdown (unless another file type is being used)
- Click “Upload Attachment” when ready to proceed

**MyIBFS FC** Federal Communications Commission

**File Upload**

Please select your file by clicking on the Browse Button and upload the desired file by clicking on the Upload button.

**Description: (Required)**

[Choose File](#) No file chosen

Specify Type of File

[Upload Attachment](#) [Cancel](#)

**QUICK SEARCH**  
Call Sign   
[GO](#)

Advanced Search  
Yesterday's Filings  
Yesterday's Actions  
Pleadings and  
Comments  
SES Location Search  
Quick Reports >>

**FILE**  
Using IBFS >>  
47 CFR@GPO.GOV  
Resources  
Login

- Click “Continue” on the upload confirmation page

**Federal Communications Commission**  
INTERNATIONAL BUREAU

Fri, Sep 09 09:31:51 2022

**ATTACHMENT NAME:** TEST.pdf  
**DESCRIPTION:** XXX  
**REMOTE FILENAME:** TEST.pdf  
**FILE SIZE:** 27584 bytes

Upload successfully completed.

[Continue](#)

### Step 7: Submit Filing

- Make sure that the box to the left of your file description has a green check mark
- Click “Submit” when ready to file
- After the filing is complete, you will be taken to a filing confirmation page
- After submission, the filing will immediately be publicly visible on IBFS
- If you provided an email address under filer information, you will also receive a filing confirmation at that email address

**Non-docketed Pleadings**

**Attachment Files**  
You must upload at least one attachment in order to file a pleading.

**Step 3 of 3**  
1 Pleading Information  
2 File Numbers/Call Signs  
▶ **Attach File(s)**

**Non-Confidential Attachment List**  
These documents will be publicly available for download over the Web.

Select	Description	File Name	Date Uploaded	Replace/Attach
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	XXX	<a href="#">TEST.pdf</a>	09/09/2022	

[Delete Attachment](#)

[Previous Step](#) [Submit](#)

▶ [Return to MyIBFS](#)