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## FCC Construction Notice Instructions

Now that your FCC license is officially granted, you are required to complete the FCC Construction Notice. This is a free, 5-minute online process to verify and finalize your frequency with the FCC. Visiplex will send the instructions to all of the emails listed on your original FCC application.

Steps:

1. Click on the following link: [FCC Construction Notice](#)
2. Log in with your FCC Registration Number (FRN) and Password found in the email from Visiplex.
3. Once logged in, click on "Notify the FCC" on the left and/or right side of the screen.
4. Select the field where it says "Site Based".
5. It will show your licenses; select the one you would like to address.
6. Enter the date your system was completed (the frequency began to be used).
7. Unless you know otherwise, select "No" in both exemption fields (no fees will need to be paid).
8. Click on "Continue to Certify", then enter your name and title information.
9. Click on "Submit Application", then store the confirmation file number for your records.

\*Please do not make any payments regarding your FCC license. Third-party companies are known to mail payment forms to FCC license holders, however, there are no payments required until your 10-year license is ready for renewal. Contact Visiplex before responding to any payment requests.