

How to Pay 2026 Annual Regulatory Fees Using FCC CORES System

Regulatory fee filings for 2026 must be prepared and submitted through the Regulatory Fee Manager feature in the FCC's Commission Registration System (CORES). A link to the CORES login page is [here](#). This will be the user starting point for most of the actions we discuss below. **Please note that the FCC has implemented two-factor authentication for the CORES system. When accessing the system, users will be prompted to request a six-digit secondary verification code, which will be sent to the email address(es) associated with each username. The user will then need to enter the code into CORES before continuing.** [Attachment A](#) to this summary details this process.

What follows is a brief outline of the steps you'll need to take in preparation for your 2026 regulatory fee payment. Steps 1-3 set up the system of individual users and permissions you need to have in place to smoothly access CORES and avoid last-minute snags that could jeopardize the timeliness of your payments. If you have already taken Steps 1-3 in preparation for prior years' regulatory fees, you should not need to repeat them this year – but if you have not done so (or want to set up permissions for new or different users), you should take those actions as soon as possible. Step 4 explains how to make the payments themselves through CORES. The attachments to this summary are FCC instructions that provide further details on each step.

Step 1: Individual Users Establish CORES Accounts

The CORES system, required for regulatory fee payments, is based on individual registered users who then “link” to the FCC Registration Numbers (FRNs) of the FCC-regulated entities for which they are filing a form or paying a fee. This means that *every individual in your organization who may be working on your regulatory fees* should establish a personal FCC Username Account in the FCC User Registration System by providing a valid e-mail address and creating a password.¹ [Attachment B](#) and this [link](#) provide details on establishing user accounts.

Step 2: Designate and Establish an “Administrator” for Your Company’s FRN(s)

Each entity doing business with the FCC must have an FRN. This is not a new concept; you are likely familiar with the idea of FRNs and have on hand the FRNs (and associated passwords) for the entities in your organization. Depending on how your company is structured, your enterprise has one, several, or many FRNs – one for each entity in the structure that may need to file a form, pay money, or report information to the FCC.

By default, the first individual user to link to a given FRN in CORES becomes the “administrator” of that FRN. Among other things, this status gives the “administrator” the ability to approve, reject and assign permission levels to requests by other users seeking to link to the FRN. (We discuss this further in Step 3 below.)

We recommend you designate one or more persons in your organization to be “administrator” of your company’s FRN(s). If no individual user has yet linked to the FRN in the current CORES system, that person will become administrator upon linkage. If another person has already linked and become administrator, that person will receive your administrator’s linkage request (see Step 3 below) and can

¹ While this summary pertains to FCC regulatory fees, it's important to note that CORES can be utilized by individuals to access FRNs for the purpose of preparing and filing applications in various application filing systems. It is also the required method for paying application filing fees.

grant co-administrator status. We suggest that your administrator (or at least one co-administrator) be a member of your organization and not a Wiley attorney or legal assistant.

Step 3: Users Link to FRN(s)

Once individual users have established their Username Accounts and an FRN administrator is in place, individual users can associate their accounts with the necessary FRN(s) for which annual regulatory fee submissions will be made. The process begins by an individual user accessing CORES through that person's user account and requesting linkage to the necessary FRN(s). [Attachment C](#) to this summary details this process.

The FRN's "administrator(s)" (see Step 2 above) will receive email notifications of all linkage requests. The administrator may then approve or reject those requests. When approving a request, the administrator may assign the linking user one of three ascending permission levels: "View," "Manage," and "Administer." [Attachment D](#) to this summary contains details about administrator dispositions of association requests, including the privileges included in each level. Generally speaking, "View" access should be sufficient for non-administrator users to accomplish their tasks.

For users working on regulatory fees (including Wiley attorneys and legal assistants, if they typically assist you), there is one other necessary action for the administrator to take when approving a linkage request. Specifically, in order to access the CORES Regulatory Fee Manager to prepare, submit, and pay the annual regulatory fees, administrators and authorized users should be provided access to the financial information associated with the FRN by having the "Manage Financial Info" permission granted as part of their access. [Attachment E](#) explains this.

Step 4: Pay Regulatory Fees Through CORES

With the necessary individual users linked and the appropriate permissions granted, you (or someone you designate) should now be able to prepare, submit, and pay your annual regulatory fees. To do this, log into CORES using your username and password [here](#).

- From the main menu, select "[Manage Existing FRNs | FRN Financial | Bills and Fees](#)";
- Then select "[Regulatory Fee Manager](#)"; and
- Then select the licensee FRN from the dropdown list under the [Assessments](#) tab or type in the licensee name or FRN in the search area. If the licensee is assessed annual regulatory fees for the current fiscal year, the fees will be summarized in the [Assessment](#) tab by service category and can be added to the [Fee Summary](#) tab.

If you are making payments for more than one licensee, you can view the assessed fees in the Assessments tab for one licensee FRN at a time, then add them to your Fee Summary.

- You can make modifications to the regulatory fee filing in the [Fee Summary](#) tab;
- Click the "[Continue to Pay](#)" button; and
- Pay the regulatory fees via credit card (online), wire transfer, ACH/debit from bank account (online) or Visa or MasterCard debit cards (online).

Additional information concerning the regulatory fee process can be found [here](#).

Please do not hesitate to contact us with any questions.