**Multiple Administrative Update Filing Instructions**

There is a way in the Universal Licensing System (ULS) License Manager to file multiple update applications in one sitting:

  Log in to ULS Online Filing with your FCC Registration Number (FRN) and password.

Note: If you are taken to the My Applications page, click the My Licenses link on the left to begin the steps below.

* On the **left** side click Update Licenses.
* Select the call signs you want to update from the Filter by Radio Service box and click Add. Then click Continue. (To prevent system processing issues, it is recommended that you do not select more than 500 licenses at a time.
* Select Updates Screen – to update administrative data, only check the boxes labeled “Licensee Name and Address” and “Contact Information”. If the Control Points box is checked, you’ll want to un-check this box.
* Click Continue to navigate through the application.
* Sign your application and click Submit Application.

The ULS will automatically create an individual application for each call sign upon submission.