This user guide is intended for external users of the Spectrum-E© e-Licensing module. The guide shows the procedures for external user registration.

External User Registration

The following sections describe how the Spectrum-E© web application supports external user registration.

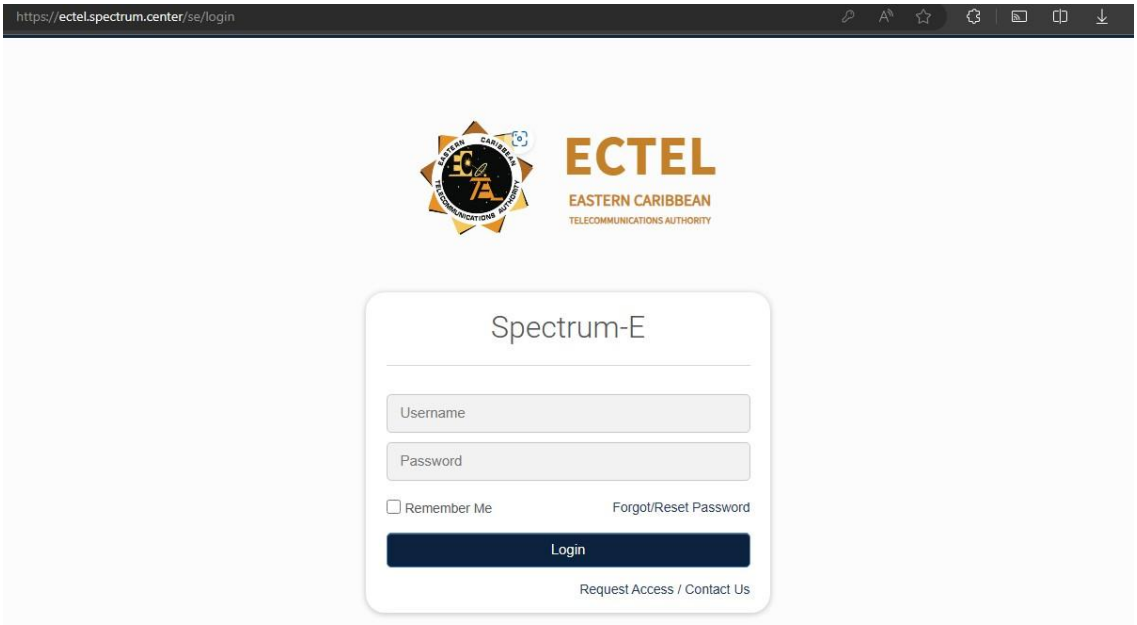
Sending a request for access

First go to the landing page where the external user can log into Spectrum-E©. Below is the URL: https://ectel.spectrum.center/se/login

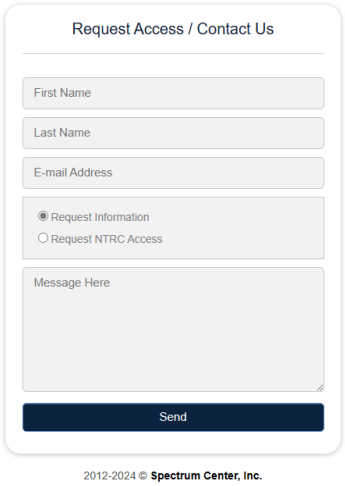
New users should click on the "Request Access / Contact Us" link to submit a request for access to the Spectrum-E© system.

Procedure: External User Access Request

1. The external user must first request access to the e-Licensing module to create an account on the system using the "**Request Access / Contact Us**" page. Enter in your first and last name, e-mail address and select the "**Request NTRC Access**" radio button. Enter in an additional comment if you wish.



Spectrum-E© system landing page



Request Access Page

2. The step for verifying an external user's access to the system comes from a validation process internal to the local telecommunications authority. The system analysts in charge of reviewing incoming requests to the system and can choose to deny the incoming requests if they view them as suspicious in any way or if they require further information such as supplemental documentation to verify the identity of the individual. Additional automated steps can be implemented at this stage such as checking a database for existing information.

3. Once the external user's self-registration request passes the verification process, and their access is approved, the external user will receive a notification confirming account has been created and they are free to complete their login access:

Forgot Password?

The external user should go back to the Spectrum-E© login page and this time click on the Forgot/Reset Password link. This will allow the external user to define their own password. Note the password is encrypted on the Spectrum-E© database. The external user should enter their e-mail address in order to receive a link that they can click on to set their password.

Password reset option

Password reset request successfully sent

5. The external user will receive an e-mail with a link for setting their password to access Spectrum-E©.

Password reset e-mail with link

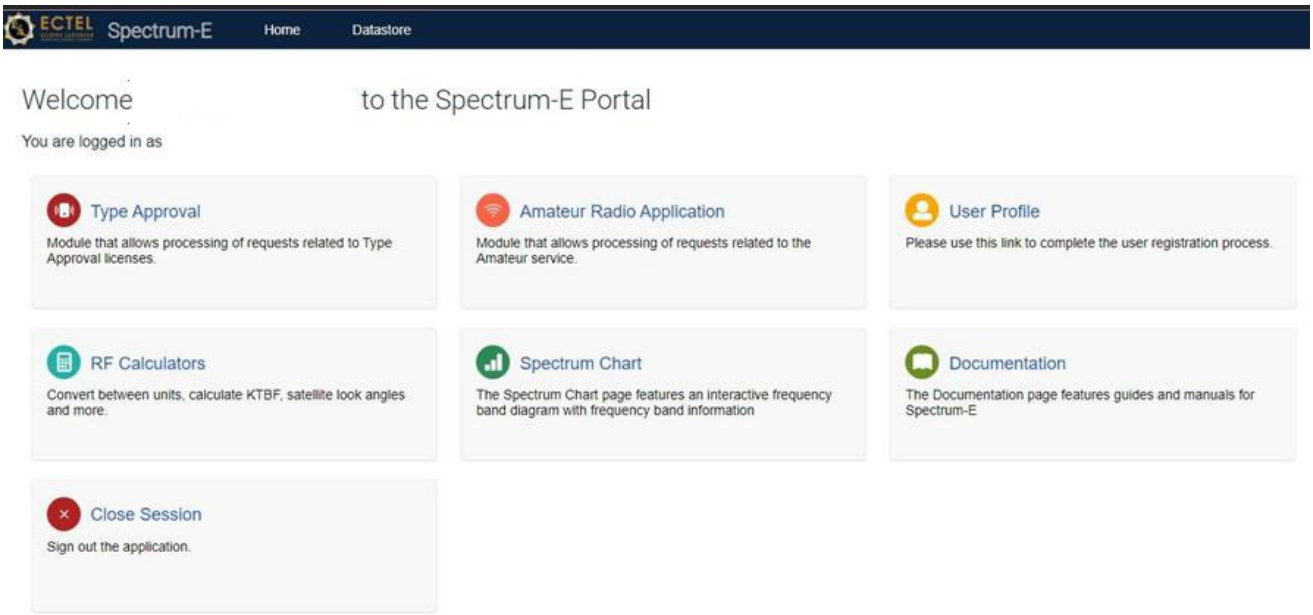
6. After clicking on the e-mail link, the external user can set the password to be associated with their e-mail account. The password must be at least six (6) characters in length.

Set Password screen

Set Password successfully submitted

7. Click on the "**Sign In**" button to return to the Spectrum-E© login page and login with the new login credentials.

8. Once logged in, the external user will access their Home dashboard.

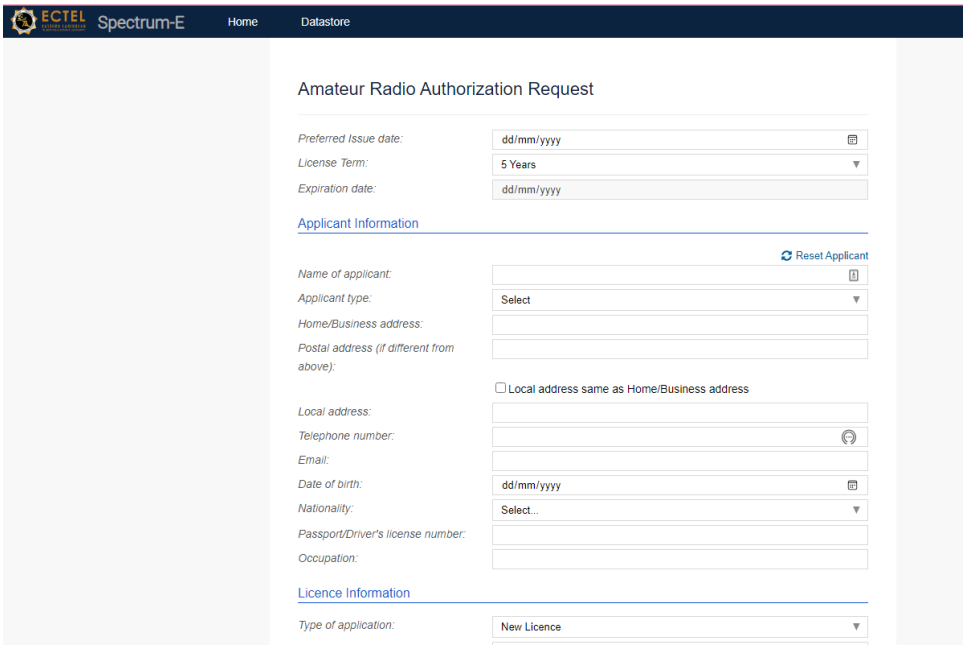


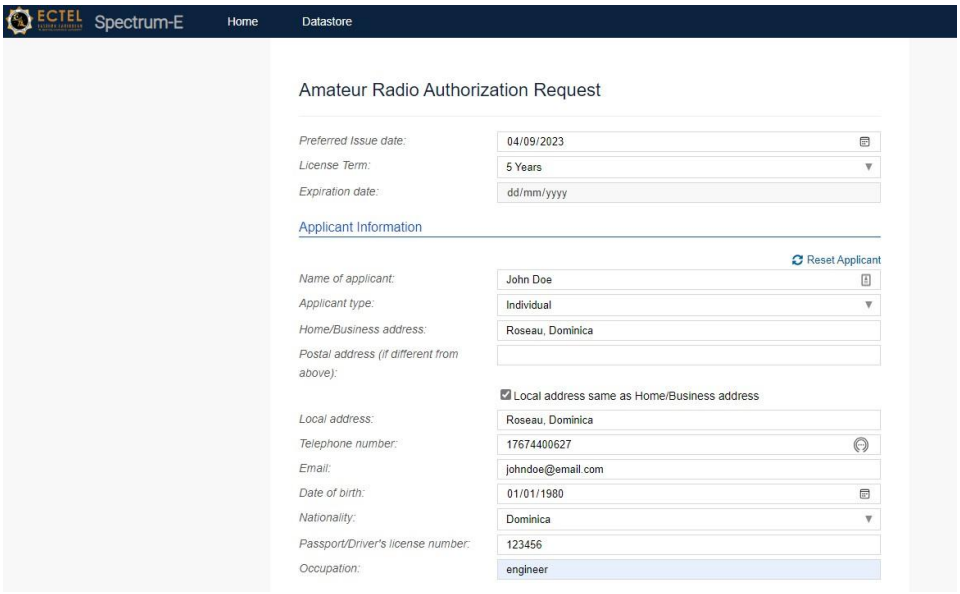
External user' s Home dashboard in Spectrum-E©

Procedure: Request for an Amateur Radio Licence

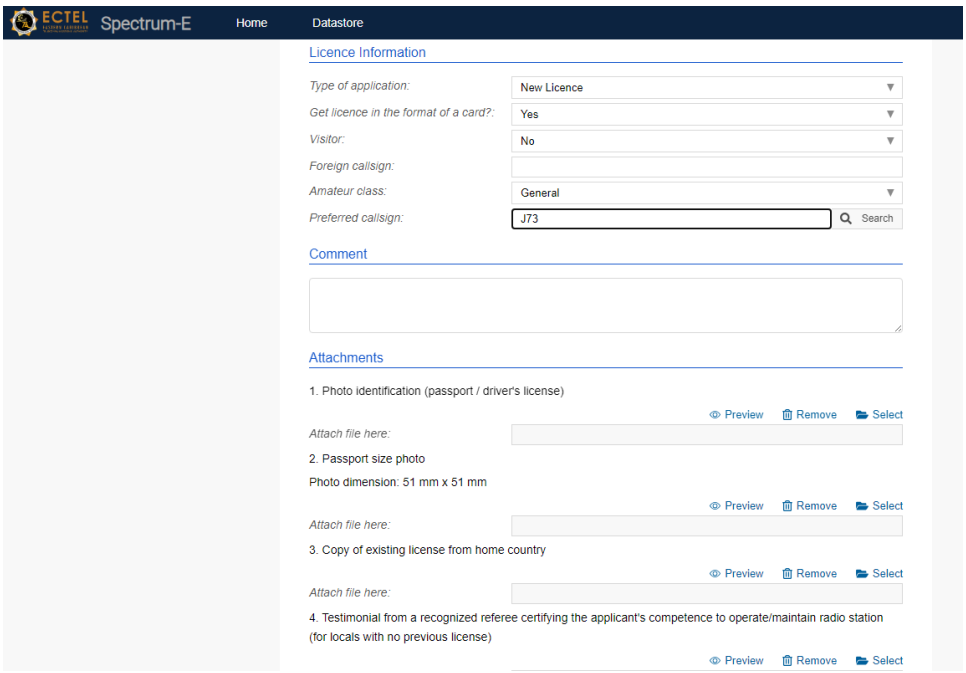
1. While the external user is on the Amateur Radio Application page, if they move to the Request tab, they can select the New option to enter in the applicant details.

2. The Amateur Radio Authorization Request data entry form should include the appropriate details of the applicant.

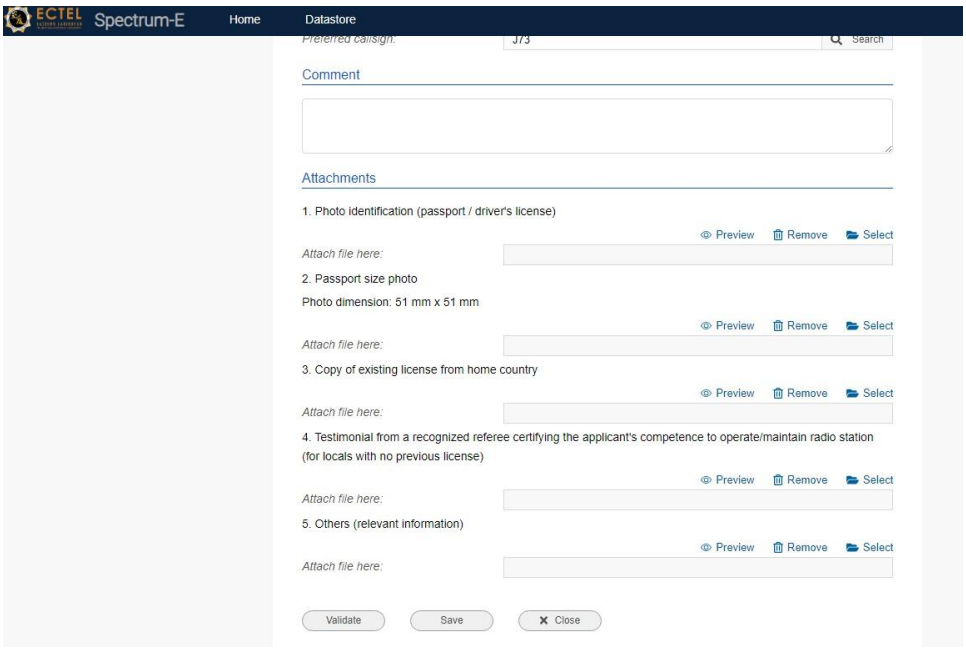




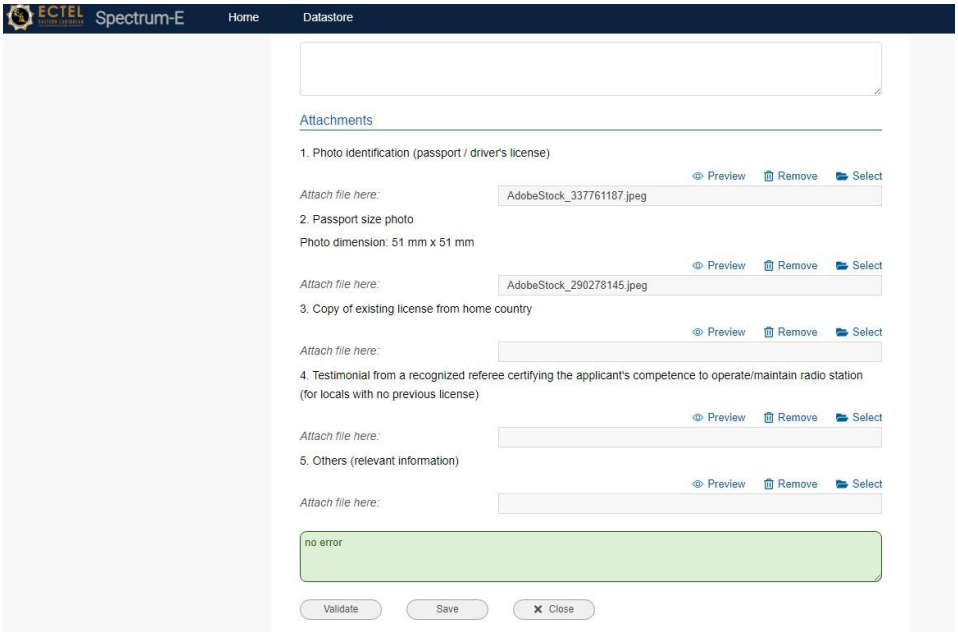
3. The next part of the Amateur Radio Authorization Request form is a section where the user can enter information about the licence being applied for. Please note, while the form does not require that all these fields be completed, insufficient information may be cause for rejection.

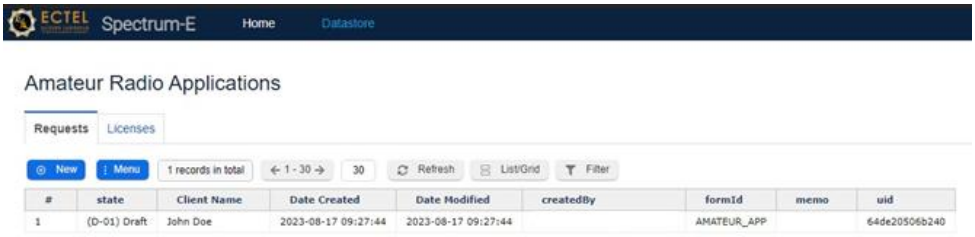


4. The external user can also add an attachment by clicking on the Choose File button and selecting the appropriate file to upload from their computer. At any point during the attachment upload process, the user can click on the Save button to save the attachments to the frequency license application request. When the files are uploaded successfully, the user will receive a notification at the bottom of the page stating, "**Files Uploaded Successfully!**".

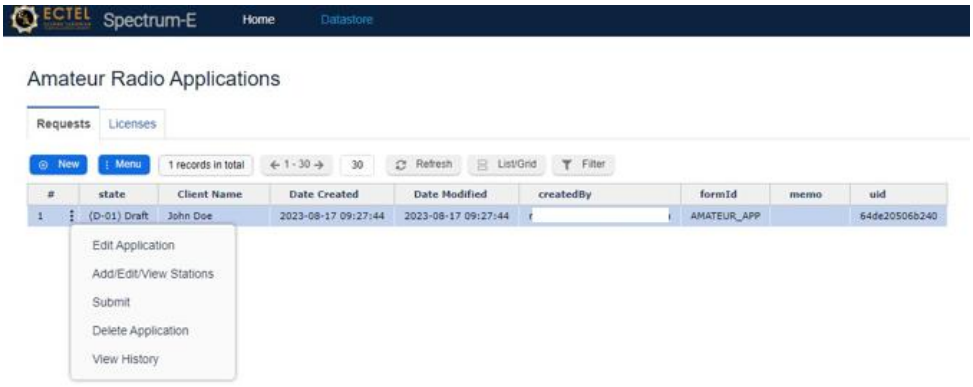


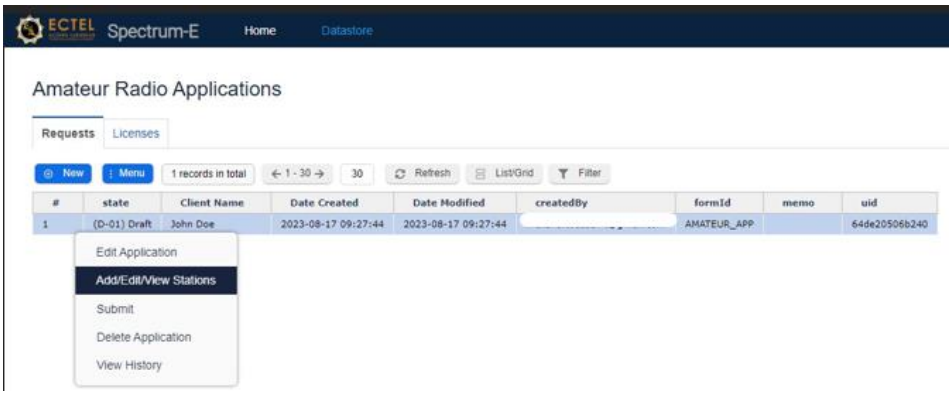
Once the files are uploaded successfully, the user can click on the validate button to verify that the information is correct, then click on the Close button to return to Amateur Radio Applications page.



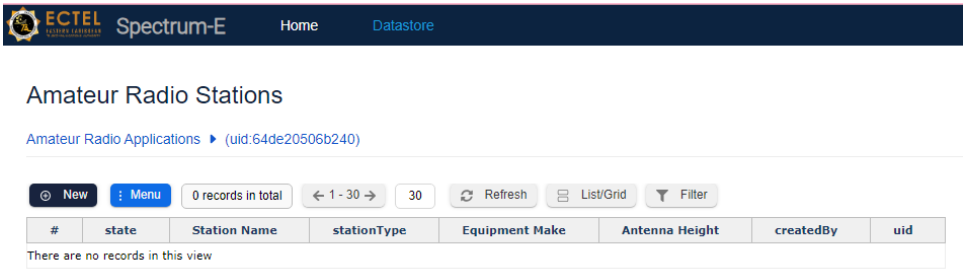


The external user can add radio such as handhelds to the application request by selecting the new application request record and then clicking on the "**Add/Edit/View Stations**" option on the left-hand menu:

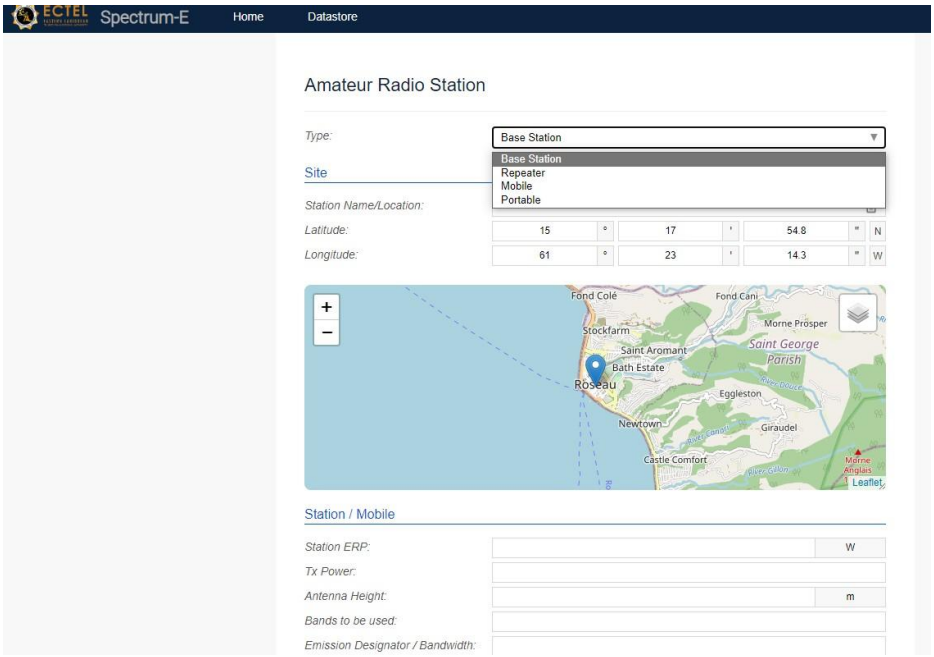




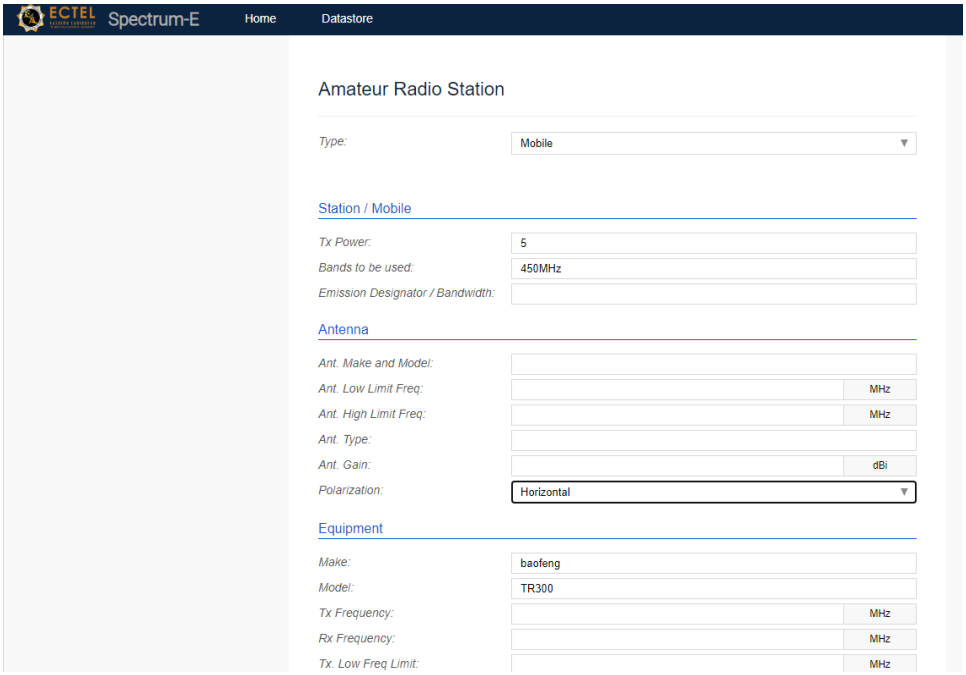
Once the external user clicks on the "**Add/Edit/View Stations**" menu option, they will be prompted to a "**Amateur Radio Stations**" page. In this page, the user can add a radio/station to attach to the amateur radio license application request.

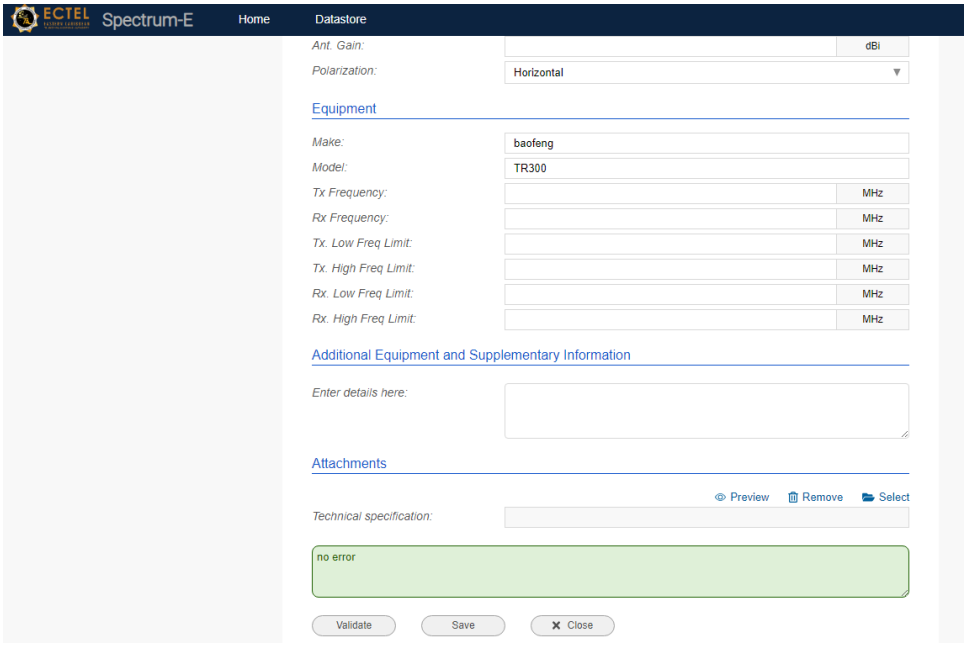


When the external user is in the Amateur Radio Stations page, they can click on the "**Type**" option to select the type of radio equipment using the drop-down menu.



The form includes the technical input parameters of the station. These technical parameters include the location of the station, transmission power, frequency band, antenna model name, antenna gain, and polarization.



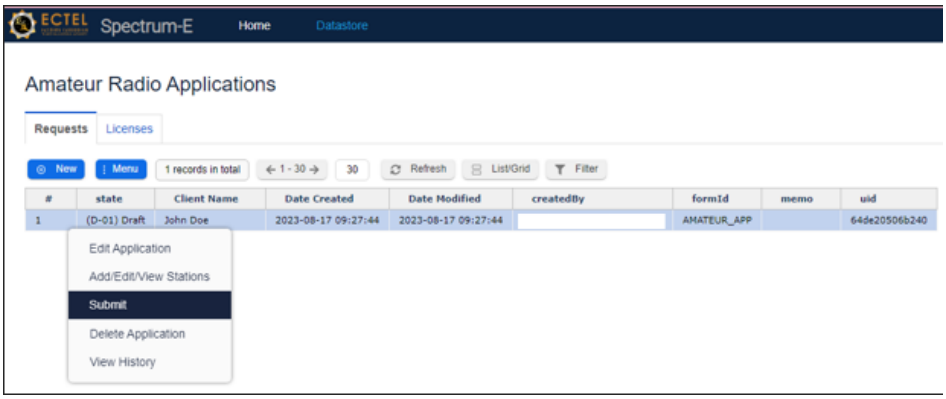


After completing the station information form, the user will return to the Amateur Radio Stations page and will see the station as a record.

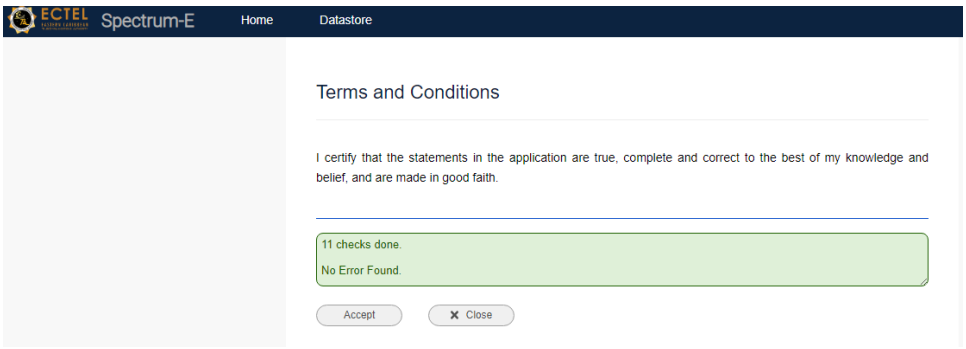
The end user can continue to add more stations or edit the existing stations by selecting individual stations and clicking on the "**Add/Edit/View Station**" option.

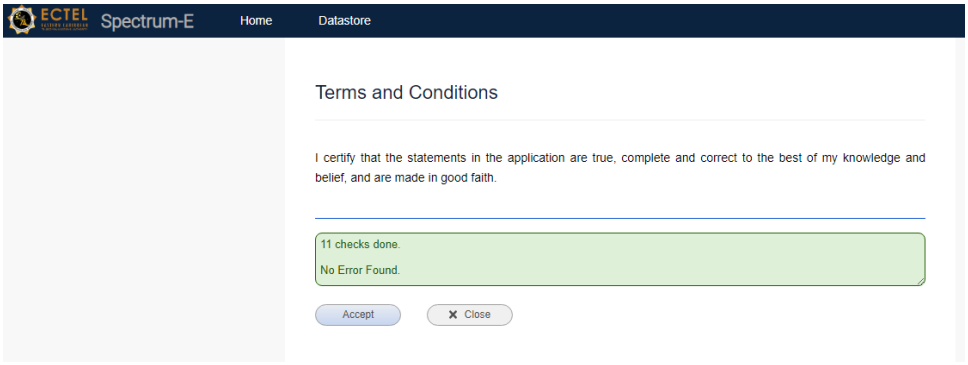
When the external user has completed creating and editing their stations, they can return to the Amateur Radio Applications page by clicking on the "**Requests**" tab of the Amateur Radio Applications page.

If the application request is ready to be submitted to the telecommunications authority, the external user must click on the application request in question and then select the "**Submit**" option. This option only appears when the user selects an application request record that is in the Draft state

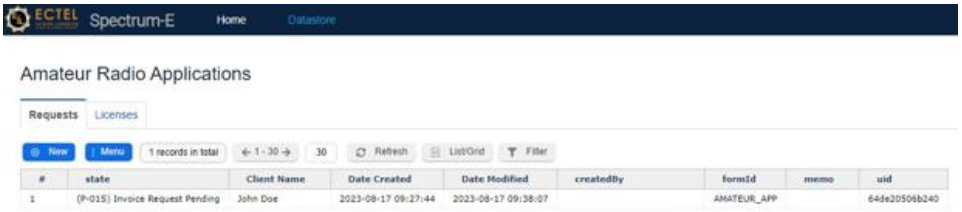


Upon selecting the "**Submit"** option, the external user will be presented with the legal terms and conditions for the submission of the request. The external user must elect to either accept the proposed terms and conditions imposed by the local authority or cancel the request submission process. In the event they choose to cancel the submission, then the request will remain in its draft state and the local authority will never take the opportunity to review the request. The only way to move forward with the quest is to click on the Accept button in the Terms and Conditions page.





Once the request has been submitted, the state of the request changes to Invoice Request Pending. In this state, the request can no longer be edited by the external user. Upon selection, the options on the left-hand menu bar no longer offer the features to edit the request only to view the request or its attachments or to submit a cancellation request which must be approved by the local authority.

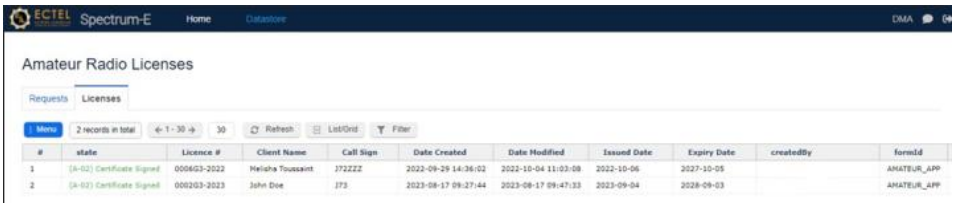


If the request is rejected, the external user can log in and see the rejection memo sent from the local telecommunications authority. The state of the application request is changed to “Rejected”. After the user selects the rejected application, they can select the option to “**View Memo**” to see the message from the telecommunications authority that describes why the application request was rejected.

The external user can elect to reset the application request in question back to the draft state to be corrected and resubmitted. The external user can select the rejected request and click on the **Reset** button on the left-hand menu bar to reset the application request back to the draft state for editing.

After the external user proceeds with making the appropriate corrections, they can resubmit the application request to the telecommunications authority.

After the application request has been approved, the authorized license will be found in the Licenses tab. The authorized license will have a new state.



If the user selects the "**View Signed Certificate**" option, they will generate the license document for the license record selected. The license document should open in the browser. The license document will summarize the details of licensee, legal terms for the license award and a summary of the technical details of the frequencies awarded. The technical details usually include the technical parameters of the station that will operate the awarded frequencies. The license document includes the issue date, expiration date and license number.

Read aloud 1 of 12

AMATEUR RADIO GENERAL LICENCE

GRANTED BY THE MINISTER UNDER THE TELECOMMUNICATIONS ACT No. 8 of 2000

TO

JOHN DOE

J73

FOR THE

ESTABLISHMENT AND OPERATION OF AN AMATEUR RADIO STATION

SHORT FORM OF LICENCE

THE COMMONWEALTH OF DOMINICA

Amateur Radio Station Licence Certificate

Issued under the authority of the

TELECOMMUNICATIONS ACT No. 8 of 2000

Licensee:	John Doe
Licence No:	0002G3-2023
Address:	Roseau, Dominica

Is hereby authorised to establish, operate and maintain an Amateur Radio Station at

Location(s):	Roseau, Dominica; Dominica
Call Sign:	J73
Class of Licence:	General
Frequencies:	All Frequencies specified in Table C of Armature Radio Regulation, S.R.O 39, 2012
Power Limit:	Pursuant to Power Limits in Table C of Armature Radio Regulation, S.R.O 39, 2012
Emission:	Pursuant to Modes stated in Table C of Armature Radio Regulation, S.R.O 39, 2012
Period of Validity:	Five years

Dated this ..... day of ..... 2022.