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EPC Update – Adding a Consultant to an Applicant's Account

Applicants who use consultants can add their consultant to their EPC account and allow the consultant to access their information and/or take actions on their behalf. To do this, you will first link your entity to the consulting firm, and then provide permissions for the individual consultant to take action on your behalf, based on permissions you set.

However, applicants should not add the individual consultant directly to their accounts by creating a new user and entering the consultant's email address. Doing so will prevent the consulting firm that employs the consultant from adding him or her to the consulting firm's account.

If you want to associate an individual consultant with your account, you can watch a video that demonstrates the correct process or follow the steps below:

1. Log into your EPC account as the account administrator.
2. On your landing page, click on your organization.
3. Click on the dropdown in the upper right-hand corner of your screen and select Manage Organization Relationships.
4. Choose Add a Consulting Firm.
5. Enter as much information for the Consulting Firm as possible and click Search. If you do not get any results, you can contact the consulting organization and ask for their Consultant Registration Number (CRN) or search for them using the Consulting Firms link on the left-hand side of the screen.
6. When you locate your Consulting Firm, check the box to the left of the Consulting Firm's name and then click Submit.
7. You must then add a specific consultant at the Consulting Firm by clicking Add or Remove Existing Users at the top of the screen.
8. in the Search for Users to Add, enter as much information as possible (first name, last name, email address) and click Search.
9. Check the box to the left of the correct individual and click Submit.
10. Finally, click the Manage User Permissions button to set the permissions (rights) for the individual consultant to view your information and/or take actions on your behalf. Note that you can set different rights for each type of form (FCC Form 470, 471, and so on.) As a reminder, the permissions are:

- Full Rights: the user can create, sign, and submit forms.
- Partial Rights: the user can create but not sign or submit forms.
- View Only: the user can only view the forms, but cannot make any changes or start any new forms.

NOTE: If the consulting organization does not yet have an account in EPC, contact the consulting organization and ask them to set up their account so you can complete your process.

To subscribe, click here: Subscribe
Call 1 (888) 203-8100 with any questions.

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