



Modify a radio licence

Approved persons (ARC, ARE) user guide

Version 1.00 | March 2023



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Introduction

This document details the process for [approved radio certifiers and engineers \(ARCs, ARES\)](#) to modify details of a radio licence in the [Register of Radio Frequencies \(the RRF\)](#).

Explanation

This document outlines processes for modifying radio licences. Once the modified licence application has been checked and approved by the RSM Licensing Team it will become current on the Register.

Document Steps, Images and Links

This document contains instructions (steps) to perform a process within the RRF.


- Some steps are followed by an image that demonstrates the onscreen result of that step.
- Some steps include links to other sections within the document or to other user guides; these are designated using 'go to' or 'refer to'.
- Clicking the section name moves you directly to that section or user guide.

Requirements

- You must be an approved radio engineer or certifier to perform this process.

Technical Assistance

Comprehensive help is available to help you complete the various processes:

- Technical assistance can be found within the Public Information Brochures (PIBs); these are located within the [Resources for ARES and ARCs](#). PIBs provide licensing, technical rules and other general information on a range of common radio services such as CB Radio, Amateur Radio and Maritime VHF Radio.
- Various [user guides](#) on the RSM Website describe the steps to take to complete each process.
- Some fields and sections in the Register of Radio Frequencies (the RRF) have help text.
 - Click or hover over the  (Information icon) to view the help text with information about what to enter in the field or information about a section of the screen.
- Please contact Radio Spectrum Management (RSM) if you require further assistance:
 - Email rsmlicensing@mbie.govt.nz
 - Phone the freephone number 0508 RSM INFO (0508 776463).

Approved Radio Certifiers and Engineers

You should be familiar with the following PIBs:

- Table of Radio Spectrum Usage in New Zealand (PIB 21)
- Fixed service Bands in New Zealand (PIB 22)
- Mobile service Bands in New Zealand (PIB 23)

- Radio Licence Certification Rules (PIB 38)
- Spectrum Licence Certification Rules for Crown Management Rights (PIB 39)
- Audit Procedures for Engineering Certificates issued by Approved Persons (PIB 40)
- Radio Licence Policy Rules (PIB 58)
- Policy rules for Crown Spectrum Management Rights (PIB 59).

Licence Agency Consideration

Depending on the radio licence type, the application to modify may be submitted to a Licence Agency (LA) and if the LA gives approval, the licence status changes from **Awaiting Licensing Agency Recommendation** to **Licensing Agency Decision**. You can then continue to modify the licence.

If the LA rejects an application, an email is sent to RSM's Licensing Manager and to the client. You are not notified of the rejection, nor does the application return to your work queue. The Licensing Manager has the right to overturn an LA decision and may enforce further conditions when modifying the licence.

Amendment history

Version	Date	Details
0.01 0.02	October 2022 December 2022	Draft RRF for review
0.03	December 2022	Draft for Release 1
0.04	February 2023	Draft for release 2
1.00	March 2023	Final version

Modify a Radio Licence

As an ARE you can create an application for the radio licence you want to modify, submit the application then make the modifications required. For example, you may need to modify the spectrum details such as the power of the transmit location or change a channel.

A client can also create an application to modify, but only an ARE can make the modifications.

This user guide outlines how to create an application then modify details of all types of radio licence from land simplex to a fixed point to multipoint bi-directional licence. The steps include:

- [Create application to modify a radio licence](#)
- [Modify the primary licence](#)
- [Modify associated licence\(s\)](#), if applicable
- [Certify and confirm modified radio licence](#)
- [Receive the outcome from the Licensing Team](#).

All modified licences must be approved by the RSM Licensing Team and/or granted by the Registrar.

Note: A licence being modified will remain current and can still operate until the modified licence has been approved or granted.

Create application to modify a radio licence

1. Login to the Register of [Register of Radio Frequencies \(RRF\)](#) using your RealMe login. The *My Dashboard* screen displays.
2. If you are a delegated user for your client, change your profile (in the top right of the screen).
3. Select **Maintain > Licence > Modify** to display the *Modify Licence* screen.

The screenshot displays the 'Modify Licence' web application interface. At the top, there is a navigation bar with the title 'Modify Licence' and several menu items: 'Search', 'Apply/Create', 'Maintain', 'Pay Fees', and 'Reference Data'. On the right side of the navigation bar, the user is logged in as 'RT RTEx104 Test' for 'ARE/VODAFONE MOBILE NZ LIMITED 134695'. The main content area is titled 'Client details' and includes a 'Back' button and a 'Submit' button. The 'Client' field is populated with 'VODAFONE MOBILE NZ LIMITED (134695)'. Below this, the 'Residential/Physical address' is '2 Squire Street, Malrehou, Christchurch, 8013, NZ' and the 'Email' is 'smart.client@mbie.govt.nz'. The 'Licence to be modified' section has a search bar with a 'Hide Search' button and a 'Search' button. The search bar contains the text 'Licence number, licence ID, licensee name, client number, NZBN, or application number'. Below the search bar are several dropdown menus for 'Licence type', 'Licence category', 'Management right number', and 'Modify authority'. There are 'Clear' and 'Search' buttons at the bottom right of the search area.

- If you are not a delegated user, enter the client's name in the **Client** field then select it to display their details below. For example:

The screenshot shows the 'Modify Licence' page with the following details:

- Client:** Manawatu District Council (41811)
- Residential/Physical address:** 135 MANCHESTER STREET, FEILDING, NZ
- Email:** rrf@mbie.govt.nz
- Licence to be modified:** A search box is present with a 'Hide search' button and a 'Clear' button.

4. Enter the Licence ID (of the **primary** licence to be modified) in the **Search** field or perform a search to locate the licence you require. (Your client may have advised the licence details.)

The screenshot shows the 'Modify Licence' page with the following details:

- Client:** VODAFONE MOBILE NZ LIMITED (134695)
- Residential/Physical address:** 2 Squire Street, Mairehau, Christchurch, 8013, NZ
- Email:** smart.client@mbie.govt.nz
- Licence to be modified:** Search field contains '300436'. Other filters include Licence type, Licence category (Radio), Management right number, and Modify authority.
- Search results:**
 - Applied filters: Licence status: Current, Licence category: Radio
 - 3 results found | Showing 20 per page
 - Table with columns: Licence ID, Licence no., Licensee, Channel, Ref. freq. (MHz), TX/RX, Location, Grid reference, Licence type, Category, Modify authority.

Licence ID	Licence no.	Licensee	Channel	Ref. freq. (MHz)	TX/RX	Location	Grid reference	Licence type	Category	Modify authority
300436	300117	VODAFONE MOBILE NZ LIMITED	1551#	426.275000	TX	81 MOONSHIRE RD - MOONSHIRE WATER PUMP	BP32 711456	Fixed Bi-directional Point-to-Multipoint	Radio	Select
300437	300119	VODAFONE MOBILE NZ LIMITED	1551	421.262500	TX	EMERALD HILL	BP32 763480	Fixed Bi-directional Point-to-Multipoint	Radio	Select
300438	300118	VODAFONE MOBILE NZ LIMITED	1551	421.262500	TX	EMERALD HILL PARK (WLG-045-002-A)	BP32 763482	Fixed Bi-directional Point-to-Multipoint	Radio	Select

Note: When you search for a licence to modify, a primary licence displays with a clear background. Any associated records are listed immediately below, with a lightly shaded background.

- Click **Select** in the search results next to the primary licence you require. The selected licence displays in the **Licence to be modified** section.

The screenshot shows the 'Modify Licence' interface. At the top, there are navigation tabs: Search, Apply/Create, Maintain, Pay Fees, and Reference Data. The user is logged in as RTExt04-Test, an ARE for Vodafone Mobile NZ Limited. The 'Client details' section includes a 'Back' button, a 'Submit' button, and a search bar containing 'VODAFONE MOBILE NZ LIMITED (134695)'. Below this is the residential/physical address: '2 Squire Street, Mairehau, Christchurch, 8013, NZ' and the email 'smart.client@mbie.govt.nz'. The 'Licence to be modified' section features a search bar with a '+' icon and a table of search results. The table has columns for Licence ID, Licence number, Status, Licence type, Channel, Ref.freq.(MHz), TX/RX, and Location. The search results show Licence ID 300436, Licence number 300117, Status Current, Licence type Fixed Bi-directional Point-to-Multipoint, Channel I551#, Ref.freq.(MHz) 426.275000, TX/RX Transmit, and Location 81 MOONSHIRE RD - MOONSHIRE WATER PUMP. Below the table are dropdown menus for 'Engineer' (selected as RTExt04-Test) and 'Reason for modification' (selected as Test Modify Radio Licence). There are 'Back' and 'Submit' buttons at the bottom of the form.

- Select the **Engineer** (if different from the name that defaults) and enter the **Reason for modification**.
- Click **Submit**. A message displays to advise an application to modify the selected licence will be submitted.
 - Click **Yes** to continue. A message displays at the top of the screen to advise application for modification has been submitted. RRF also creates a task for the ARE to modify the licence and sends it to their *My Dashboard* screen.

Note: If your licence requires LA approval for any changes, the licence application will be automatically sent to the LA. You will receive advice of the outcome by email and in your *My Dashboard* screen.

 - When you receive approval advice from the LA for a Satellite licence, open the task to go directly to the certify stage as there is no crafting required. Go to [Certify and confirm modified radio licence](#).
 - If you are the designated ARE, the radio licence is now ready to begin modifications in the *Modify Radio Licence* screen. Go to [Modify the primary licence](#).
 - If you are not the nominated engineer, return to your *My Dashboard* screen then go to [Open the modify licence task](#).

Open the modify licence task, (if required)

Use these steps if you were returned to the *My Dashboard* screen after submitting the modify radio licence application and/or when you receive an approval for modification from LA.

1. Go to the **Tasks** area of *My Dashboard* screen.
2. Locate the **Modify Licence** task and click **Open** (or click **Claim** then **Open**). The *Modify Radio Licence* screen displays.

The screenshot displays the 'Modify Radio Licence' interface. At the top, there are navigation tabs: Search, Apply/Create, Maintain, Pay Fees, and Reference Data. The user is logged in as 'RT ARE / VODAFONE MOBILE NZ LIMITED 134695'. The main content area is divided into sections:

- Client details:** Client number 134695, Client name VODAFONE MOBILE NZ LIMITED, Email address smart.client@mbie.govt.nz.
- Application details:** Application number 106950, Application status Awaiting Engineering Certification, Application date 20-Feb-2023, Licence to be modified 300117. Licence type: Fixed/Point-to-multipoint/Bi-Directional/Fixed Bi-directional Point-to-Multipoint (FD).
- Basic licence details:** Licence ID 300653, Licence number -, Licence status Incomplete. Licence reference is an empty field. Licence type: Fixed / Point-to-multipoint / Bi-Directional / Fixed Bi-directional Point-to-Multipoint (FD). System ID is an empty field with a placeholder 'Start typing to search for a system ID'. CSY code and Description are empty fields.

Note: You can withdraw this application to modify a radio licence at any time until you certify the licence. Refer to [Withdraw application to modify a radio licence](#).

3. Determine your next step:
 - To change details on the primary licence, go to [Modify the primary licence](#).
 - To modify an associated licence, go to [Modify associated licence\(s\)](#).

Note: If your licence has an associated licence, complete any updates to the primary licence before making changes to an associated licence.

Modify the primary licence

You can modify details of the primary licence, (e.g. update the basic details, change the spectrum details, remove and add channels, transmit location and receive location details).

Note: Only one channel can be used on a point-to-point licence, whereas other licences can have more than one. For example, Land mobile simplex licences can have multiple channels.

All modified licences must be approved by the RSM Licensing Team or Registrar.

1. Scroll down to the **Basic licence details** area, in the *Modify Radio Licence* screen.

Note: This is an example of **Basic Licence details** is for a Fixed point-to-point bi-directional type licence:

Fixed / Point-to-multipoint / Bi-Directional / Fixed Bi-directional Point-to-Multipoint (FD)

+ More

Copy Licence

Basic licence details Done

Licence ID	Licence number	Licence status
300653	-	Incomplete

Licence reference

Licence type

Fixed / Point-to-multipoint / Bi-Directional / Fixed Bi-directional Point-to-Multipoint (FD) Change licence type

System ID

Start typing to search for a system ID CSY code Description

Licence classification

Transmit with Receive Protection

Engineer

RTExt04 Test (ARE8006) Re-assign

Fixed term

Commencement date

25-Jan-2023

+ More

Base callsign(s)

Mobile callsign(s)

Cancel Save

- Enter a **Licence Reference**, (if required) then make any other edits in this section, (if applicable). For example:
 - Click **Change licence type** and make selection(s) in the fields that display.
Note: There are some restrictions on this, (e.g. you cannot change a Land Mobile to a Land Simplex – General Channels licence).
 - **Assign** or **Re-assign** the Modify Licence application to another engineer, (if appropriate).
 - Enter **Number of Sets** (for a land mobile, Simplex, Land Simplex (LH) licence type).
 - If appropriate, enter callsign(s), (e.g. **Base callsign(s)**, **Mobile callsign(s)**) and press **Tab** or click outside the field to validate your entry. If the callsign is not available a message will advise.
- Click **Save**.
- If all changes for the **Basic licence details** have been completed, click **Done**. The button changes to **Continue crafting**.

Application details ^

Application number	Application status	Application date	Licence to be modified
107131	Awaiting Engineering Certification	31-Oct-2022	220453

Licence type
Fixed/Point-to-point/Fixed <1 GHz; BW <=50 kHz (Bi-directional) (FE)
+ More

Basic licence details Continue crafting Copy Licence

Associations ^

149904

Spectrum details Done ^

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
JNB17	453.825000	453.837500	453.831250	23.0	10K0F3E1N	Vertical

+ Show radiation patterns View Remove

Transmit location details Done ^

Receive location details Done ^

Conditions Done ^

File note and attachment ^ + Add

2. Click the **Spectrum details** heading to expand the section.

Associations ^

300437
300438

Spectrum details Done ^

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
I551#	426.262500	426.287500	426.275000	13.0	16K0F3DXN	Vertical

+ Show radiation patterns View Remove

- Click **View**. The Spectrum record expands.

Spectrum details Done ^

Channel	Low (MHz)	High (MHz)	Ref. freq. (MHz)	Power dBW(eirp)	Emission	Polarisation
I551#	426.262500	426.287500	426.275000	13.0	16K0F3DXN	Vertical

View Remove

Spectrum details

Spectrum type: Channel
Spectrum status: Pending
Service type: Fixed
Polarisation *: Vertical

Start date: 25-Jan-2023
End date: -

Remarks

Reference frequencies

Ref. Freq. (MHz)	Frequency type	Power dBW (eirp) *	Power type	Tolerance
426.275	Carrier Frequency	13.0	Mean Power	±2.5 kHz

Emissions *: 16K0F3DXN

Cancel Save

- Make any edits required, (e.g. change the **Polarisation** or details in the **Reference frequencies** area).
- To add or remove a frequency in the **Reference frequencies** area, click **Add** and record the details, or click **Remove** next to the frequency record to remove.

- Click **Save**. You return to the Spectrum details list.
 - To change the channel, click **Remove** next to the channel in the Spectrum details list to be removed. The channel record no longer displays.
 - To add a new channel (or frequency), start typing the spectrum record in the **Search for a spectrum record** field:
 - Select the channel from the drop down list to add it to the record.
 - Click **View**. The Spectrum record expands.
 - Make any edits required and click **Save**. You return to the Spectrum details list.
 - Click **Save**. You return to the spectrum record list.
 - If all changes for spectrum have been completed, click **Done**. The button changes to **Continue crafting**.
3. To update the transmit location details. click the **Transmit location details** heading to expand the section.

Note: If a location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to **Add Reference Data** in the [Create a Radio Licence user guide](#).

Location name	Grid reference	Antenna	Equipment
81 MOONSHIRE RD - MOONSHIRE WATER PUMP	BP32 710.79 455.85	RFI TLA400-70	MAXON SD-125U

- Click **View** to open the transmit location record.

Transmit location

Location identifier	Location name	Location type
34478	81 MOONSHIRE RD - MOONSHIRE WATER PUMP	POINT

Antenna

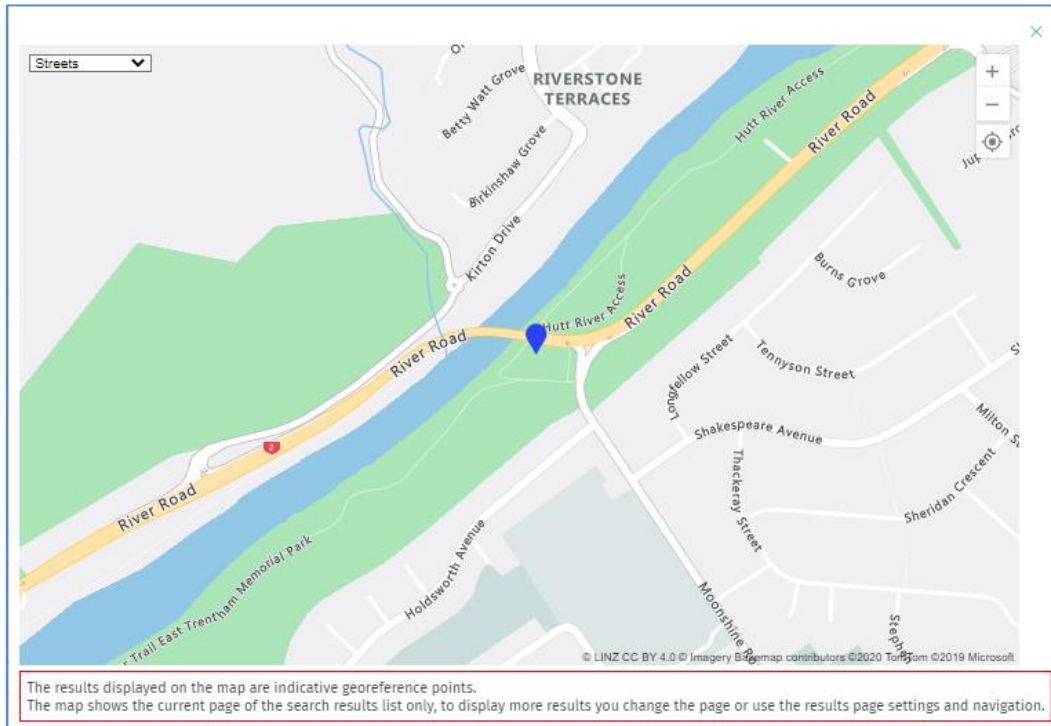
Antenna identifier	Version	Make	Model
1074	1	RFI	TLA400-70

Equipment

Equipment identifier	Version	Make	Model
1406	1	MAXON	SD-125U

- Make any edits required, (e.g. change **Height**) then click **Save** to return to the list.

- To view the transmit location in the map, click **Show on map**.



- Click **X** to close the map window.
- To remove a transmit location (if required), click **Remove** and add a new transmit location record.
- To add a new location, (or a second location if the licence type allows), click **Add** this section will display a field to search for the location to add. For example:

- Enter the location for the new transmit location in the **Search transmit location** field and click **Search**.
 - Select the location from the search results. The record displays in the **Transmit location details** record list.
 - Click **View**, and make any update any details in **Antenna**, **Equipment** and **Propagation** sections, if required.
 - Click **Save**. You return to the Transmit location details record list.
 - If all changes for **Transmit Location** have been completed, click **Done**. The button changes to **Continue crafting**.
4. Click the **Receive location details** heading to expand the section. This section allows you to search for another receive location, if required.

Receive location details Done

Search receive location
 ?
 + More Options Clear Search

Location name	Grid reference	Antenna	Equipment			
EMERALD HILL	BP32 762.80 479.84	PACIFIC WHIP	TAIT T196	View	Remove	Show on Map
EMERALD HILL PARK (WLG-045-002-A)	BP32 762.80 481.84	DELTEC REFLECTOR	NEC PASOLINK 18	View	Remove	Show on Map

- Click **View** to view and update, if required.
Note: If a location, antenna or equipment you require doesn't display in the drop down list, you can add it. Refer to **Add Reference Data** in the [Create a Radio Licence user guide](#).

Receive location details Done

Search receive location
 ?
 + More Options Clear Search

Location name	Grid reference	Antenna	Equipment			
EMERALD HILL	BP32 762.80 479.84	PACIFIC WHIP	TAIT T196	View	Remove	Show on Map

Receive location

Location identifier: 904
 Location name: EMERALD HILL
 Location type: POINT

Map: Eastings: 762.80, Northings: 479.84 + Show all Geo ref types

Antenna

Search antenna *

Antenna identifier	Version	Make	Model
1757	1	PACIFIC	WHIP

Type: QUARTER WAVE WHIP
 Remarks: -

Azimuth (wrt True North):
 Elevation (wrt Horizontal):
 Height (AGL, metres) *:

Equipment

Search equipment *

Equipment identifier	Version	Make	Model
45	1	TAIT	T196

Propagation

Configuration loss (dB):
 Protection ratio (dB):
 Bearing (Degrees):
 Path loss (dB):

Wanted signal:
 Measured signal:
 NPIS:

Note: The functionality in this section is the same as for Transmit location details.

- Click **View** open the record and add or edit the details for the Receive location record, (i.e. **Antennae** section and **Height (AGL) metres** field and **Equipment** section).
- If required, click **Show on Map** to view the current receive location on the map.
- Click **Save**. You return to the Receive location list and details of the new location displays.
- Make any other edits required depending on the licence type (as appropriate). Use the same steps as for Transmit location details. For example:
 - Remove the current location and add a new location record.
 - Search for an add another receive location and update the details and save.

- When all updates to the **Receive location details** are completed, click **Done**. The button changes to **Continue crafting**.

5. Click the **Conditions** heading expand the section.
 - If appropriate, enter any **Specific conditions** for the licence and click **Save**.
 - Click **Done**. The button changes to **Continue crafting**. A message displays at the top of the screen to advise Conditions has been saved.
6. If you have confirmed all sections (i.e. the **Continue crafting** button displays for each section), the screen refreshes and displays the Certify 'call to action'.
 - This is an example of a primary licence with an associated licence.

- This is an example of a primary licence without an associated licence.

Modify Licence

Search ▾ Apply/Create ▾ Maintain ▾ Pay Fees ▾ Reference Data ▾

External RadioEngineerARE
ARI / TELECOM NEW ZEALAND LTD 13063

Copy Application Withdraw Application

Select [Certify] to certify all licences including associated licences below as per the conditions of the Engineer's Certificate.

Reference file no.

Engineer's notes

Engineer's Certificate Certify

Client details ^

Client number	Client name	Email address
135563	TELECOM NEW ZEALAND LTD	smart.client@med.govt.nz
+ More		

Application details ^

Application number	Application status	Application date
106911	Awaiting Engineering Certification	4-Oct-2022
Licence type		
Spectrum Crown/Broadcasting TV/UHF TV (SP)		
+ More		

Copy Licence

Basic licence details	Continue crafting ▾
Spectrum details	Continue crafting ▾
Transmit location details	Continue crafting ▾

7. Do one of the following:

- To modify an associated licence, go to [Modify associated licence\(s\)](#).
- If do not want to modify an associated licence (or there is none), go to [Certify and confirm modified radio licence](#).

Modify associated licence(s)

Certify and confirm modified radio licence

After making modifications to a radio licence you need to certify the licence confirm the details, create the certificate, and send it to the RSM Licensing Team to review and grant so it becomes current on the Register of Radio Frequencies (the RRF).

If you made edits to any associated licence(s) you must return to the Primary radio licence to certify and confirm the modification.

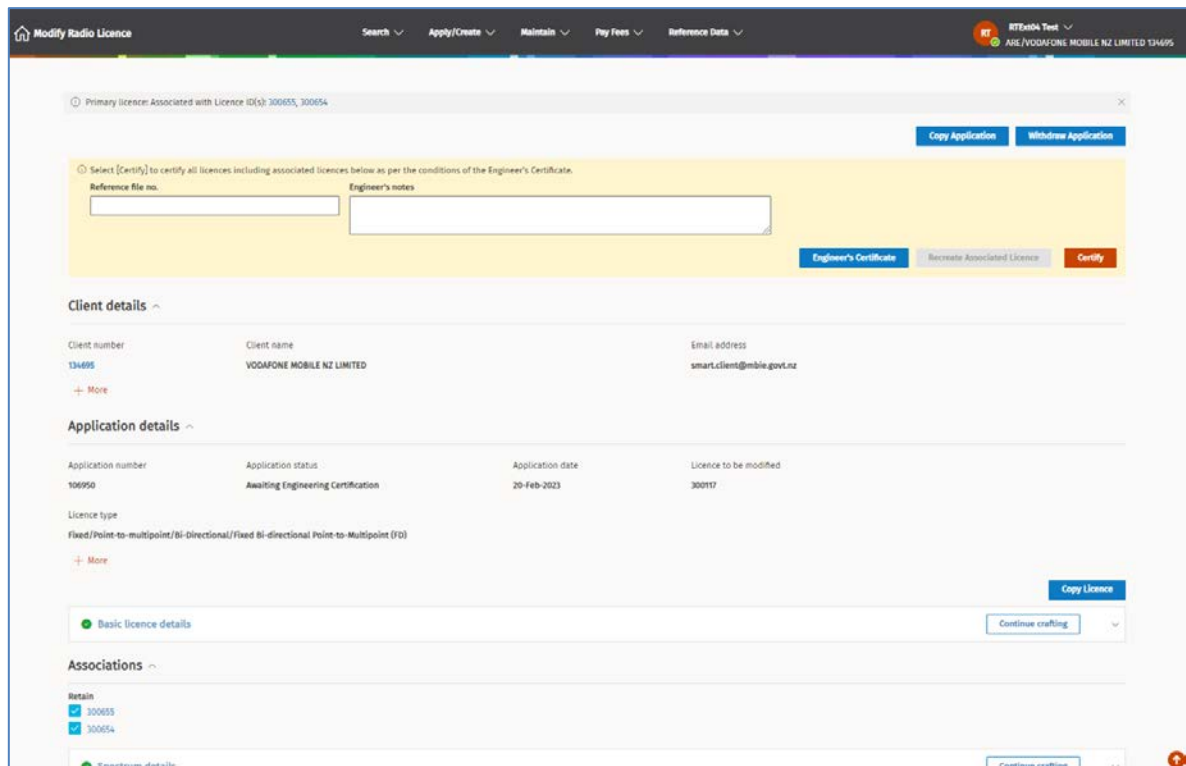
Note: If there are no associated licences or you don't need to edit an associated licence, you can remain in the primary radio licence screen.

If you have more than one licence to certify or confirm, you can certify or confirm them at once rather than individually. Refer to [Certify or Confirm Multiple Applications](#).

Certify modified radio licence

Only an ARE or ARC can certify a licence. You can only certify a licence after any associated licences have been completed.

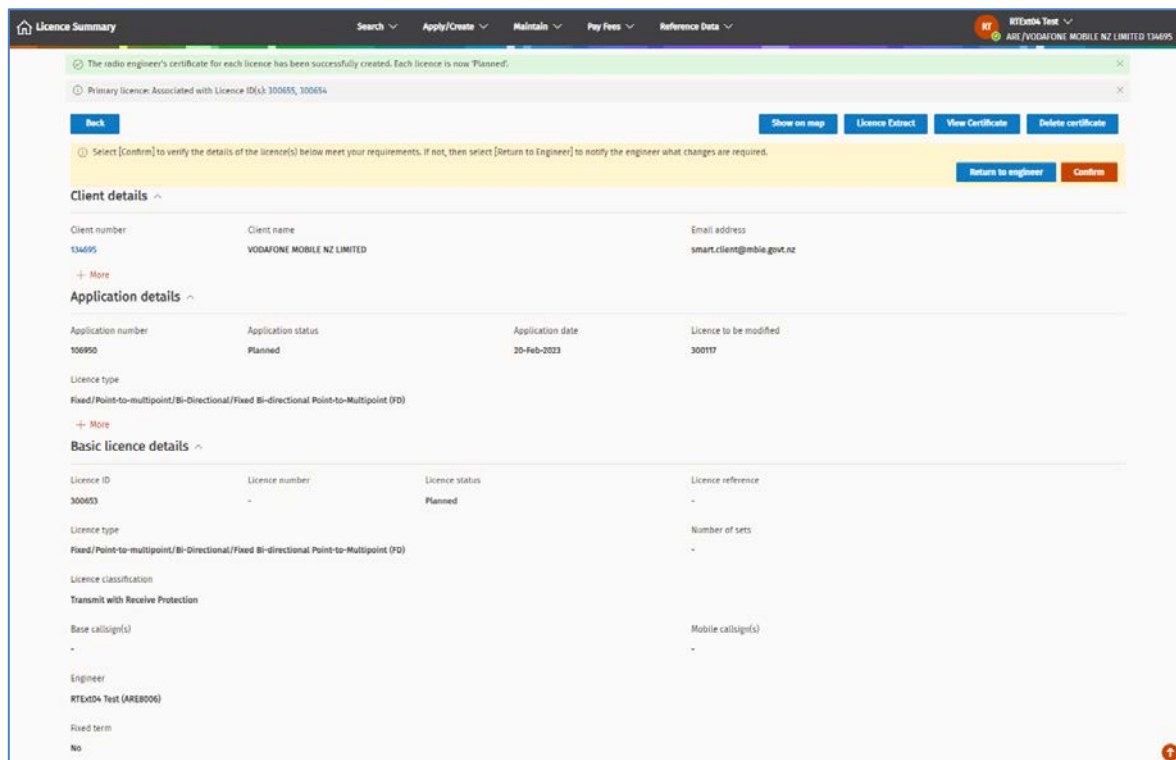
1. Ensure you have the primary licence details displayed (with the Certify 'call to action' at the top) in the *Modify Radio Licence* screen.



Note: If the **Certify** button is not active, ensure that the **Retain** check box is ticked for all associated licences.

2. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate.

- If required, click **Engineer's Certificate** to view what you (as the engineer) are certifying to.
3. Click **Certify**. The *Licence Summary* screen displays with a message to advise the radio engineer's certificate has been successfully created and each licence (if applicable) has a status of **Planned**.
- RSM sends a notification to the parties to advise the licence is ready to confirm. This displays in the **Notifications** section on their *My Dashboard* screen.



Note: If after certifying the licence you realise that you need to make further edits, click **Delete Certificate**. You are returned to the *Modify Radio licence* screen where you can make the required edits then certify again.

4. Determine your next step.
- If you are authorised to confirm the radio licence modification, go to [Confirm modified radio licence](#).
 - If the client needs to confirm this modification, they will receive an email advice in the *My Dashboard* and review the modifications to the radio licence, then either confirm or return the application to you for corrections.

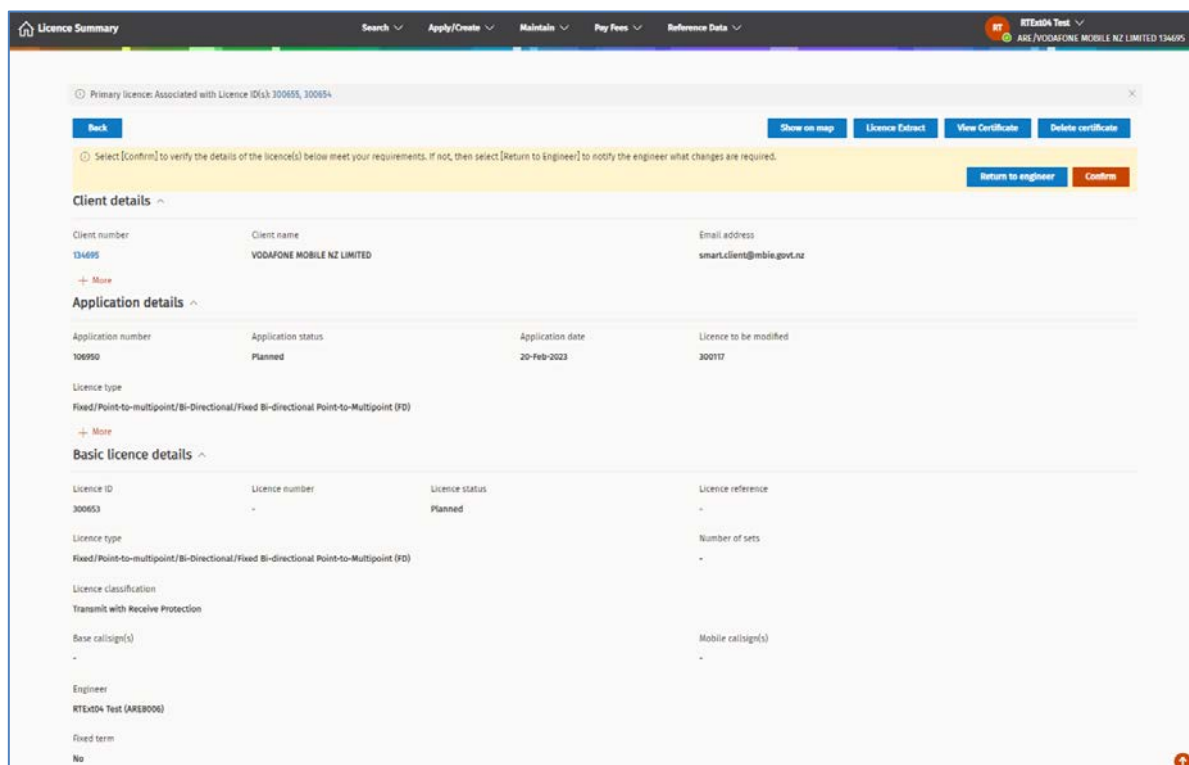
Note: When checked by RSM Licensing, you and the client will receive an email with the outcome.

Confirm modified radio licence

The radio licence can be confirmed by the client or by an ARE, if they have been given the delegated authority by the client.

1. If the client is to confirm, contact your client to advise them the licence modification is ready for them to confirm.
 - They will open the application from their *My Dashboard* screen, review the licence details and confirm to send it to the Licensing Team who will check, advise the client the outcome and if granted, request payment (if applicable).

- If the client finds errors, they will click **Return to Engineer**, enter a **Rejection reason** and click **OK** to return it to the engineer (ARE) for re-work. The Engineer will receive a task in their *My Dashboard* screen for action.
2. If you are an ARE or ARC) and have authority from your client to confirm, the *Licence Summary* screen displays.



3. Scroll down the screen and review details of the modified radio licence record.
- If required, click **Show on map** to display the modified radio licence in the *Search Licence* map screen.
 - Click **Back** to return to the **Licence Summary** screen.
 - If you notice an error, click **Return to engineer**. The engineer will receive a task on their *My Dashboard* and make the correction then certify again. This process ends.
4. Perform other functions, as required:
- To view the certificate, click **View Certificate**. The certificate displays in another window of your browser to print or download, if required.
 - To view, print or save the Licence Summary, click **Licence Extract**. The full details display in another browser window. Print or download the document, if required.
5. If all details are correct, click **Confirm**.
- You return to your *My Dashboard* screen. A message displays advising the licence has been confirmed now and assigned to the Licensing Team for granting.
 - The Licensing Team will check it against the RSM licensing policy for granting and advise. When you receive advice from the licensing team, go to [Receive Outcome from Licensing Team](#).

Certify or Confirm Multiple Applications

When you have more than one application to certify or to confirm, you can certify or confirm them at once rather than individually.

Certify multiple radio licences

1. Display your 'My Dashboard' screen and go to the **Tasks** area.

The screenshot shows the 'My Dashboard' interface. At the top, there are navigation tabs: Search, Apply/Create, Maintain, Pay Fees, and Reference Data. The user is logged in as 'External RadioEngineer ARE/TELECOM NEW ZEALAND LTD 135563'. The main content area includes a welcome message, a 'Shortcuts' panel with links for 'Apply/Create - Licence', 'Search - Clients', and 'Search - Licences', and a 'Tasks' section. The 'Tasks' section has a table with columns for Date, Description, Due date, and Actions. A blue button labeled 'Enable Multi Select' is located in the top right corner of the tasks table. The table lists several tasks, with the first one highlighted in orange.

Date	Description	Due date	Actions
22-Nov-2022 15:07	Confirm licence Client ID: 600000 App. ID: 107139 Licence ID: 301358	20-Dec-2022	More Open
1-Feb-2023 10:34	CofR licence Client ID: 135563 App. ID: 107776 Licence ID: 301914	1-Mar-2023	More Open
2-Feb-2023 15:40	Certify licence Client ID: 506682 App. ID: 107793 Licence ID: 301946	2-Mar-2023	More Open
15-Feb-2023 14:56	Certify licence Client ID: 506682 App. ID: 107790 Licence ID: 301942	15-Mar-2023	More Open
15-Feb-2023 16:37	Confirm licence SMART BUSINESS LIMITED (506682) App. ID: 107900 Licence ID: 302050	15-Mar-2023	More Claim
20-Feb-2023 11:42	Certify licence SMART BUSINESS LIMITED (506682) App. ID: 107139 Licence ID: 301014	20-Mar-2023	More Open

2. Click **Enable Multi Select**. A radio button displays in front of each task.

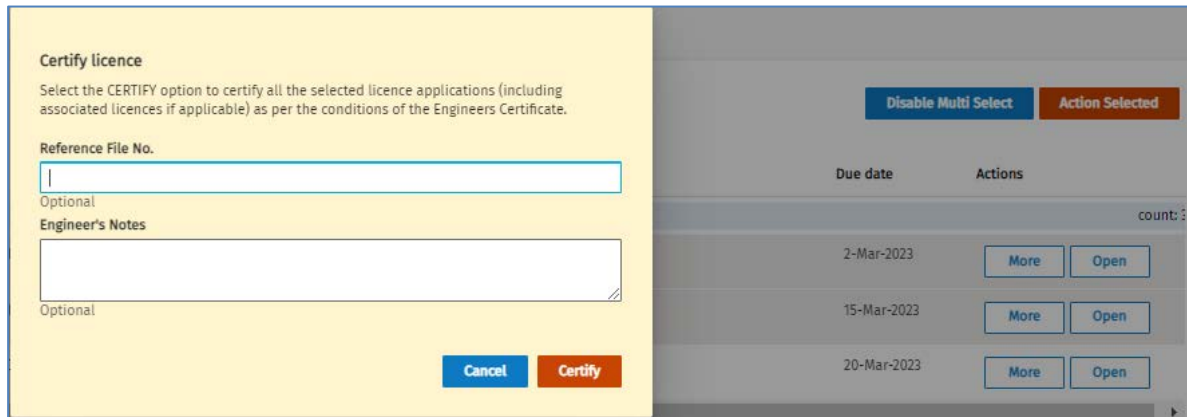
This screenshot is identical to the one above, showing the 'My Dashboard' interface with the 'Tasks' section. The 'Enable Multi Select' button is visible in the top right corner of the tasks table.

3. Click the **Select** check box in front of the first application to confirm. Only those applications with the 'certify' call to action task will be listed to select.
4. Select the other radio licences in the list you want to certify.



- If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.

5. Click **Action Selected**. The Certify call to action displays.



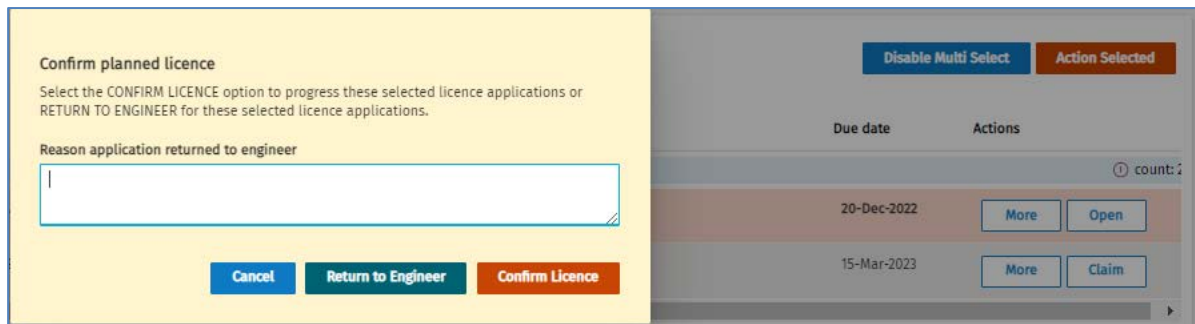
6. Enter any relevant details in the **Reference file no.** field and include any other reference information in the **Engineer's notes** field, if appropriate. Details entered in these fields will display on all selected applications.

7. Click **Certify**. A message displays advising the selected applications are now certified.

Confirm multiple radio licences

Follow these steps to confirm multiple radio licences. Refer to the screen shots for Certify multiple radio licences above.

1. Display your 'My Dashboard' screen and go to the **Tasks** area.
2. Click **Enable Multi Select**. A radio button displays in front of each task.
3. Click the **Select** check box in front the first application to confirm. Only those applications with the 'confirm' call to action task will be listed to select.
4. Select the other radio licences in the list you want to confirm.
 - If you decide not to continue to process multiple applications, click **Disable Multi Select**. You return to the full list of tasks with no applications selected.
5. Click **Action Selected**. The Confirm call to action displays.



- If you decide the selected applications need to be returned to the engineer for re-work, enter details in the **Reason application returned to engineer** field, click **Return to Engineer** then click **OK**. The Engineer will receive a task for each application in their *My Dashboard* screen for action.
6. Click **Confirm Licence**. The selected applications are now confirmed.
 - A message displays to advise the licence(s) are confirmed and assigned to the Licensing Team. The Licensing Team will check it against the RSM licensing policy for granting and advise.
 7. When you receive advice from the licencing team go to [Receive Outcome from Licensing Team](#).

Receive Outcome from Licensing Team

When the Licensing Team has examined the modified licence application and completed their licensing checks, you and/or your client will receive an email to advise whether the modified radio licence has been granted. If the advice states:

- granted, go to [Modified licence granted](#).
- rework required, go to [Rework required on modified licence](#).

Rework required on modified licence

If the Licensing Team Examiner referred the licence application back to you for rework, it will display as a task on your *My Dashboard* screen.

1. Go to the **Tasks** section of the *My Dashboard* screen and locate the licence application.
2. Click **Open** to display the radio licence record.
3. Follow the steps for [Modify primary licence](#) and/or [Modify associated licence\(s\)](#) to complete the rework required.
4. Complete the [Certify and confirm modified radio licence](#) process.
5. Wait for advice from the licensing Team then repeat this process.

Modified licence granted

You receive advice the modified licence has been granted and whether any payment is required.

1. If the email advice requests payment and you have delegated authority for the client, refer to [Pay a Licence](#) on the RSM website.
 - Once the licence fee has been paid, the radio licence will have a status of **Current** and display on the Register.

Note: If the client needs to pay the licence fee, they will receive an email and action the payment to complete.
2. If no payment has been requested, the radio licence will already have a status of **Current** and display on the Register.

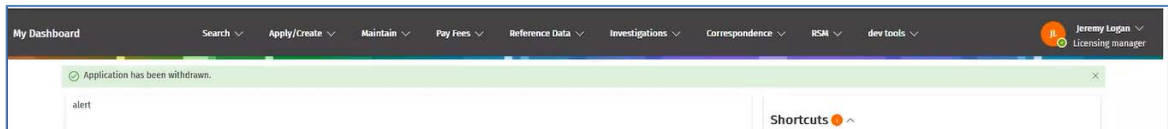
The process ends.

Withdraw application to modify a radio licence

You have the option to withdraw a licence application if you find an error in the application or no longer want to proceed.

Note: You can only withdraw a licence application before being sent for approval or granting.

1. In the *Licence Modify Radio Licence* screen, click **Withdraw Application**.
 - You return to your *My Dashboard* screen. A message displays at the top of the screen to advise **Application has been withdrawn**.



- The application has been completely removed from the RRF. You will need to create your new modify licence application again, if required.

The process ends.