5.8 GHz Online Post Issue Registration (OPIR) User Guide

Contents

Introduction

The 5.8 GHz Fixed Wireless Access (FWA) licence requires you to register the terminals that you operate.

The OPIR system provides a facility for registering terminals online.

You need to have a 5.8 GHz FWA licence in order to use OPIR.

To access the OPIR system go to **https://secure.ofcom.org.uk/opir**.

For further information and the licence application form, please see: OfW86: 5.8GHz Band C Fixed Wireless Access Licence Application form.

1. OPIR Home

To access the OPIR system Home Page, go to https://secure.ofcom.org.uk/opir.
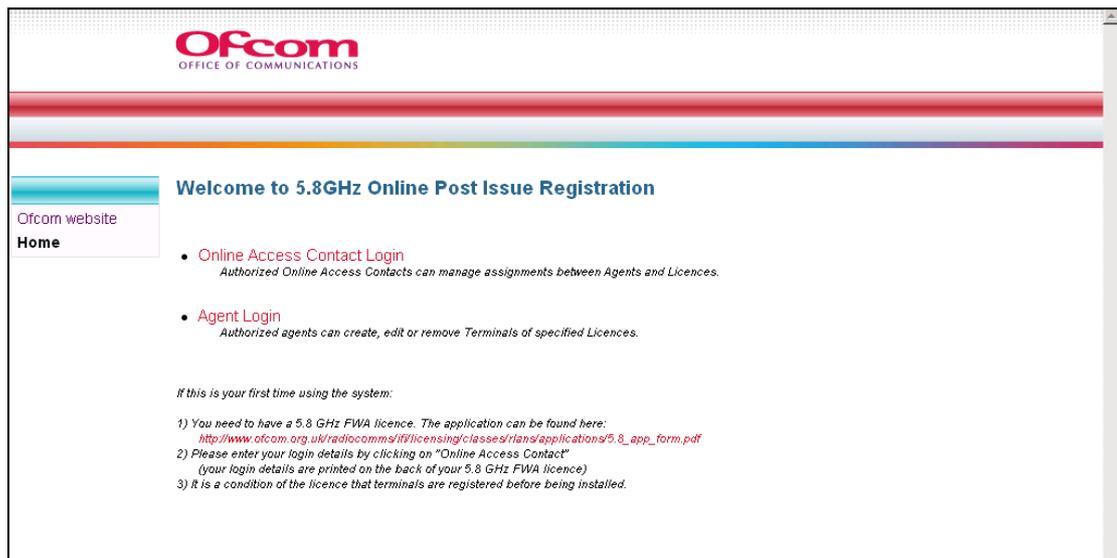
There are two log in options:

- **Online Access Contact (OAC) Login** – This enables you to carry out administrative tasks for your 5.8 GHz licence such as registering agents.
- **Agent Login** – This enables an Agent to register 5. 8 GHz terminals on the licence.

2. Online Access Contact (OAC): Login

To log into the system as an Online Access Contact:

1. Click on Online Access Contact Login.

2. Enter your Online Access Contact Username and Password.
   Note: The password is case sensitive; therefore, ensure "Caps Lock" is off.

3. Click on the **Login** button.

4. Once you are logged in you will see the 'Overview of your licences and registered agents' page.

If you are logging into OPIR for the first time we recommend changing your password. To do this:

1. Click on **Change Password**.

2. Type your new password into the **Password** box and type it again into the **Confirm Password** box.

- The minimum length allowed for the Password is 10 characters.
- Use a mix of alphanumeric and upper case/lower case characters.
- Passwords should not consist of well-known common phrases, words or re-use of your User ID/login name.
- Please note that the password is case sensitive; therefore, ensure "Caps Lock" is off.

3. Click the **Save** button.

Notes:

- Password must be changed at least once every 999 days.
- You cannot change password to any of the previous three Passwords.
- Your account will be locked out after 3 invalid login attempts and will remain locked for 30 minutes.

3. OAC: Registering and assigning an Agent

To assign a licence to an Agent:

1. On the 'Overview of licences and registered agents' page, select a licence by clicking on its number in the **Licences** Column.

2. Click on the **Register and assign Agent** link.

3. Enter details for the new agent.

4. Click the **Register** button to assign a licence to the Agent.

Alternatively, you can register an agent without assigning them to a license. To do this, however, you will need to first assign them to a licence before they are to register terminals on your behalf. To do this you need to:

1. On the 'Overview of licences and registered agents' page, click on **Register new Agent**.

2. Select a Licence by clicking on the Licence Number.

3. Select **Assign Agents.**

4. OAC: Changing an Agent's Password

You can change the password of an Agent by clicking on **Change Agent Password**

1. Type your new password into the **Password** box and type it again into the **Confirm Password** box.

   - The minimum length allowed for the Password is 10 characters.
   - Use a mix of alphanumeric and upper case/lower case characters.
   - Passwords should not consist of well-known common phrases, words or re-use of your User ID/login name.
   - Please note that the password is case sensitive; therefore, ensure "Caps Lock" is off.

2. Click the **Save** button.

5. OAC: Removing Agents

WARNING: If you remove the agent this way you will completely delete the Agent from the system. You will no longer be able to assign licences to them and they will not be able to login to OPIR.

To delete an Agent from the system:

1. On the 'Overview of licences and registered agents' page, click the **Remove** button next to the agent's name.

2. When prompted to confirm that you want to remove the Agent, click **Yes**.

3. The agent that has been deleted from the system and will not be able to log in. Any terminals previously registered by the Agent will not be removed.

4. Once you have finished managing agents and licences click on **Home** or **Logout** in the box at the top left- hand side of the screen.

6. Agent: Login

To be able to manage terminals in OPIR you need:

- to be a registered Agent to be able to access the system.
- to login as the Agent.

If you are a new user you will need to be registered by the Online Access Contact.

To log into the system as an Agent:

1. Click on Agent Login.

2. Enter your Agent Username and Password.

   - Please note that Agent password requires a minimum length of 7 characters.
   - Passwords can contain letters, numbers and the symbols "_ "and "-". "
   - If an agent enters a password containing any other special characters, an error message will be displayed.
   - The password is case sensitive so please check that the Caps Lock function on your keyboard is turned off.
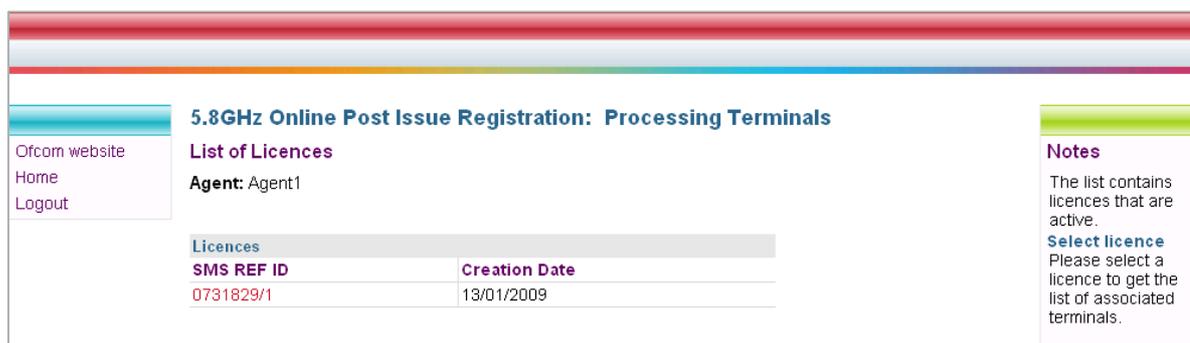
3. Click on the **Login** button.

7. Agent: Selecting a Licence

After you login, you will see an 'Overview of licences and registered agents' page.

You must select a licence to be able to process terminals for it:

1. Select a licence by clicking on its licence number in the **Licences** Column.

8. Agent: Registering Terminals

To add a new terminal to the licence:

1. On the license page click **Add Terminal**.

2. This will take you to the **Processing Terminals** screen.

3. In the **Terminal Address** section create a reference number for the new terminal and enter it into the **Your Reference** box (the reference can be anything you want - you can use this number later to identify your terminals from the terminal list window).

4. Enter the House number / Name and Postcode or a National Grid Reference of where the terminal is located.

5. In the **Terminal Type** section, select the type of terminal at this location e.g. 'point to point link', 'point to multipoint base station', etc.

6. In the **Station Caretaker Contact Details**, enter the details of the person who has access to the terminal site.

   - Please note fields marked with an asterisk are required.

7. Click the **Next** button at the bottom of the screen.

8. If some information was missing or in the wrong format you will get an error message at this point. The system will tell you what information is missing. If you get this error, please enter the missing information and re-submit it.

9. You can review the information you have entered for the terminal.

10. If you find there is something that is incorrect you can make changes by clicking on the **[Edit]** option in each section.

11. If all the information is correct, click on the **Submit** button to register the terminal.

12. You should now get a message that the registration has been successful.

13. Click on **Go to list of terminals**.

14. You now see a list of the terminal(s) that have been registered to the licence.

9. Agent: Removing a Terminal

To remove a terminal from a license:

1. On the license page, select the terminal from the list and click the **Remove** button.

2. When prompted to confirm that you want to remove the terminal, click **Yes**.

End of Guide