

5.8 GHz Online Post Issue Registration (OPIR) User Guide

Introduction

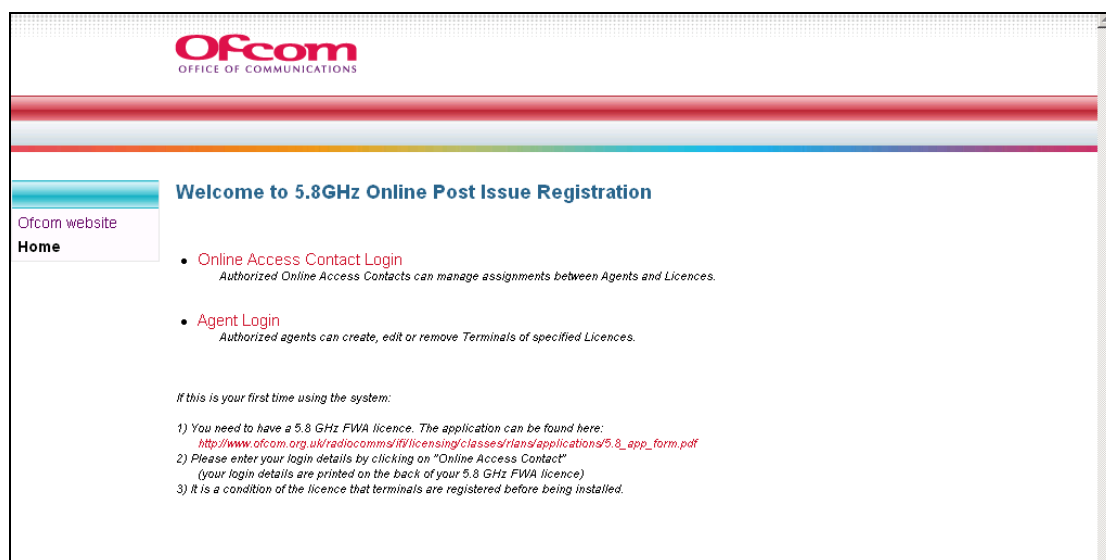
- The 5.8 GHz Fixed Wireless Access (FWA) licence requires you to register the terminals that you operate.
- The OPIR system provides a facility for registering terminals online.
- You need to have a 5.8 GHz FWA licence in order to use OPIR.
- To go to the OPIR system [click here](#).
- To go to further information and the licence application form [click here](#) .

Contents

1. OPIR Home
2. OAC: Login
3. OAC: Registering and assigning an Agent
4. OAC: Changing an Agent's Password
5. OAC: Removing Agents
6. Agent: Login
7. Agent: Processing Terminals: Selecting a Licence
8. Agent: Processing Terminals: Registering Terminals
9. Agent: Processing Terminals: Removing a Terminal

1. OPIR Home

- To go to the OPIR system Home Page [click here](#)



- There are two login options:
 - **Online Access Contact 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. OAC: Login

The screenshot shows the Ofcom website header with the logo and 'OFFICE OF COMMUNICATIONS'. Below the header is a navigation menu with 'Ofcom website' and 'Home'. The main content area is titled '5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments'. Underneath this title is the heading 'Login for registered online access contacts'. There are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. To the right of the login form is a 'Notes' box with the text: 'Only persons who are registered as Online Access Contacts for Licences can login.'

- Enter your Online Access Contact **Username** and **Password**.
- Click on the **Login** button.

Note:

- The password is case sensitive; therefore, ensure “Caps Lock” is off.

- Once you are logged in you will see a screen like the one below.

The screenshot displays the Ofcom website interface for the 5.8GHz Online Post Issue Registration. At the top, the Ofcom logo and 'OFFICE OF COMMUNICATIONS' are visible. Below the logo is a horizontal bar with a rainbow gradient. The main content area is titled '5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments' and includes an 'Overview of licences and registered agents' section. A navigation menu on the left contains 'Ofcom website', 'Home', and 'Logout'. A 'Change Password' link is present. A table lists licences with columns for 'SMS REF ID' and 'Creation Date'. A 'Registered Agents' table shows columns for 'Username', 'First Name', 'Last Name', and a 'Remove' button. A 'Notes' sidebar on the right provides instructions on how to register agents, edit agent data, and remove agents. A 'Register new Agent' link is also visible.

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Overview of licences and registered agents
Online Access Contact: Jones Sally

Change Password

Licences

SMS REF ID	Creation Date
0731829/1	13/01/2009

Registered Agents

Username	First Name	Last Name	
Agent1	Tom	Jones	Remove

Register new Agent

Notes

This page contains a list of licences and registered Agents. You can select licence to process Agents for it.

Register Agents
You can register agents and assign licences to them which enables them to register terminals.

Edit Agent data
You can edit data of registered Agent

Remove Agent
You can remove an agent (this will not remove this agent's terminal registrations).

If you are logged into OPIR for the first time it is a good idea to change your password.

- Click on **Change Password**

- You will see a screen like the one below:

The screenshot shows the Ofcom website interface. At the top left is the Ofcom logo (OFFICE OF COMMUNICATIONS). Below it is a navigation menu with links for 'Ofcom website', 'Home', and 'Logout'. The main heading is '5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments'. The central section is titled 'Change Password' and contains three input fields: 'Username*' with the value '1-19CD8W', 'Password*', and 'Confirm Password*'. A 'Save' button is located below the 'Confirm Password*' field. At the bottom left of the form area is a red arrow icon and the text 'Back to Licence/Agent List'. On the right side, there is a 'Notes' box with the text: 'Only persons who are registered as Online Access Contacts for Licences can login.'

- 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 7 characters.
- Only letters and numbers and the symbols '-' and '_' are allowed for Passwords (any other symbols such as '&' or '\' are not allowed).
- Please note that the password is case sensitive; therefore, ensure "Caps Lock" is off.
- Click the **Save** button.

3. OAC: Registering and assigning an Agent

The screenshot displays the Ofcom website interface for the 5.8GHz Online Post Issue Registration. The page title is "5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments". The main heading is "Overview of licences and registered agents", with an "Online Access Contact" of Jones Sally. A "Change Password" link is visible. There are two tables: "Licences" and "Registered Agents". The "Licences" table has columns for "SMS REF ID" and "Creation Date", with one entry: SMS REF ID 0731829/1, Creation Date 13/01/2009. The "Registered Agents" table has columns for "Username", "First Name", "Last Name", and a "Remove" button. One entry is shown: Username Agent1, First Name Tom, Last Name Jones. A "Register new Agent" link is located to the right of the "Registered Agents" table. A sidebar on the left contains navigation links: "Ofcom website", "Home", and "Logout". A sidebar on the right contains "Notes" and instructions for "Register Agents", "Edit Agent data", and "Remove Agent".

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Overview of licences and registered agents
Online Access Contact: Jones Sally

[Change Password](#)

[Licences](#)

SMS REF ID	Creation Date
0731829/1	13/01/2009

[Register new Agent](#)

[Registered Agents](#)

Username	First Name	Last Name	
Agent1	Tom	Jones	<input type="button" value="Remove"/>

Notes
This page contains a list of licences and registered Agents. You can select licence to process Agents for it.

Register Agents
You can register agents and assign licences to them which enables them to register terminals.

Edit Agent data
You can edit data of registered Agent

Remove Agent
You can remove an agent (this will not remove this agent's terminal registrations).

Ofcom website
Home
Logout

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

OAC: Registering and assigning an Agent (continued)

The screenshot shows the Ofcom website interface for 5.8GHz Online Post Issue Registration. The page title is "5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments". The main content area is titled "Agents and Terminals of selected Licence". It includes an "Online Access Contact" of Jones Sally and a "Licence" of 0731829/1. There are two main sections: "List of assigned Agents" and "List of registered Terminals".

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Agents and Terminals of selected Licence
Online Access Contact: Jones Sally
Licence: 0731829/1

- Register and assign Agent
- Assign Agents

List of assigned Agents

Username	First Name	Last Name	
Agent1	Tom	Jones	<input type="button" value="Remove"/>

List of registered Terminals

Terminal ID	Terminal owner Reference	Address	Registered on
PI0016795/1	Terminal1	2a SE1 9HA	15/01/2009

[Back to Licence/Agent List](#)

Notes
Register and assign Agent
You can register agents who will be automatically assigned to a licence.
Assign Agents
You can assign multiple agents to a licence by selecting them from the list.
List of registered Terminals
Overview of terminals registered to a licence.

Ofcom website
Home
Logout

- Click on the **Register and assign Agent** link

OAC: Registering and assigning an Agent (continued)

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Ofcom website
Home
Logout

Register new Agent
Online Access Contact: Jones Sally

Agent general information

Username*

Password*

Confirm Password*

First Name

Last Name

[Back to Licence/Agent List](#)

Notes
Register Agents
You can register agents and assign licences to them which enables them to register terminals.
Fields marked with * are mandatory.

- Enter details for the new agent
- Click the **Register** button to assign a licence to the Agent
- Alternatively you can register an agent without assigning them to a particular licence. However if you do it this way, you still need to assign them to a licence before they would be able to register terminals on your behalf.
- To do this you need to:
 - Click on **Register new Agent** in the 'Overview of licences and registered agents page'
 - Select a Licence by clicking on the Licence Number
 - Select **Assign Agents**

4. OAC: Changing an Agent's Password

Ofcom website
Home
Logout

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Edit Agent Data
Online Access Contact: Mary Smith

[Back to Licence/Agent List](#)

Agent general information

Username*

First Name

Last Name

[Change Agent Password](#)

[Assign Licences](#)

Assigned Licences	
SMS REF ID	<input type="text"/>
0289603/1	<input type="button" value="Remove"/>

Notes
Edit Agent d
You can edi
and assign L
him.
Fields make
mandatory.

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

Changing an Agent's Password (continued)

The screenshot shows the Ofcom website interface. At the top is the Ofcom logo (OFFICE OF COMMUNICATIONS). Below the logo is a navigation bar with a red, yellow, and blue gradient. On the left is a sidebar with links: 'Ofcom website', 'Home', and 'Logout'. The main content area has a title '5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments' and a sub-section 'Edit Agent Data'. Below this, it says 'Online Access Contact: Mary Smith'. On the right is a 'Notes' box with the text: 'Change Agent: You can change password. Fields marked mandatory.' The main form area is titled 'Change Agent Password' and contains two input fields: 'Password*' and 'Confirm Password*'. Below the fields is a 'Save' button.

- 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 7 characters.
- Only letters and numbers and the symbols '-' and '_' are allowed for Passwords (any other symbols such as '&' or '\' are not allowed).
- Please note that the password is case sensitive; therefore, ensure "Caps Lock" is off.
- Click the **Save** button.

5. Removing Agents

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Agent/Licence assignments

Overview of licences and registered agents

Online Access Contact: Jones Sally

[Change Password](#)

Licences

SMS REF ID	Creation Date
0731829/1	13/01/2009

[Register new Agent](#)

Registered Agents

Username	First Name	Last Name	
Agent1	Tom	Jones	<input type="button" value="Remove"/>

Notes

This page contains a list of licences and registered Agents. You can select licence to process Agents for it.

Register Agents
You can register agents and assign licences to them which enables them to register terminals.

Edit Agent data
You can edit data of registered Agent

Remove Agent
You can remove an agent (this will not remove this agent's terminal registrations).

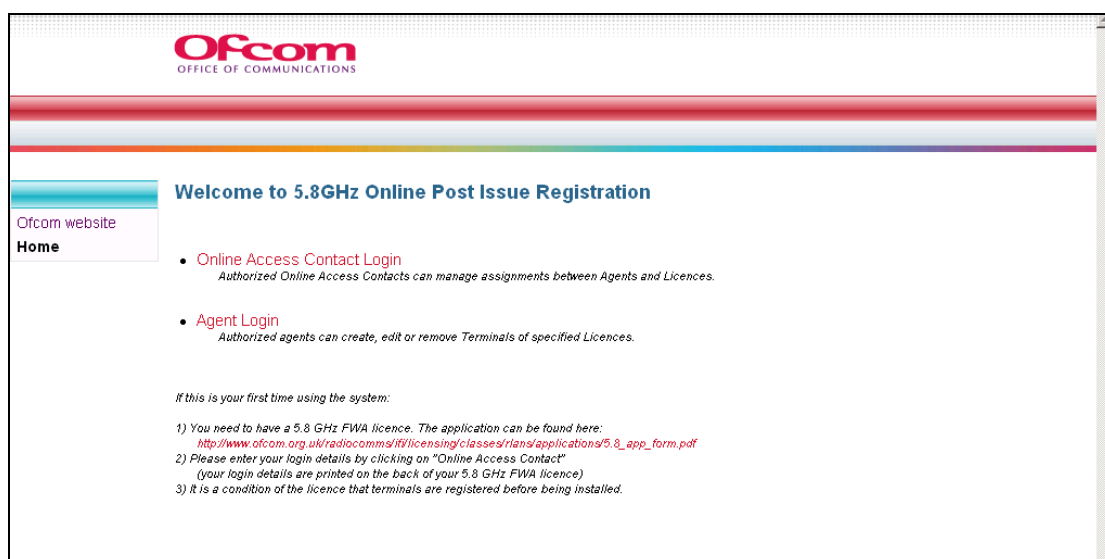
Warning: If you remove the agent this way you will completely delete the Agent from the system. You will no longer be able to assign licences to them and they will not be able to login to OPIR.

- To delete an Agent from the system click the **Remove** button next to the agents name
- You will be asked to confirm if you want to removed the Agent - click Yes
- The agent that has been deleted from the system and will not be able to log in any more
- Any terminals previously registered by the Agent will not be removed
- 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:

- You need to be a registered Agent to be able to access the system.
- To Login as the Agent.



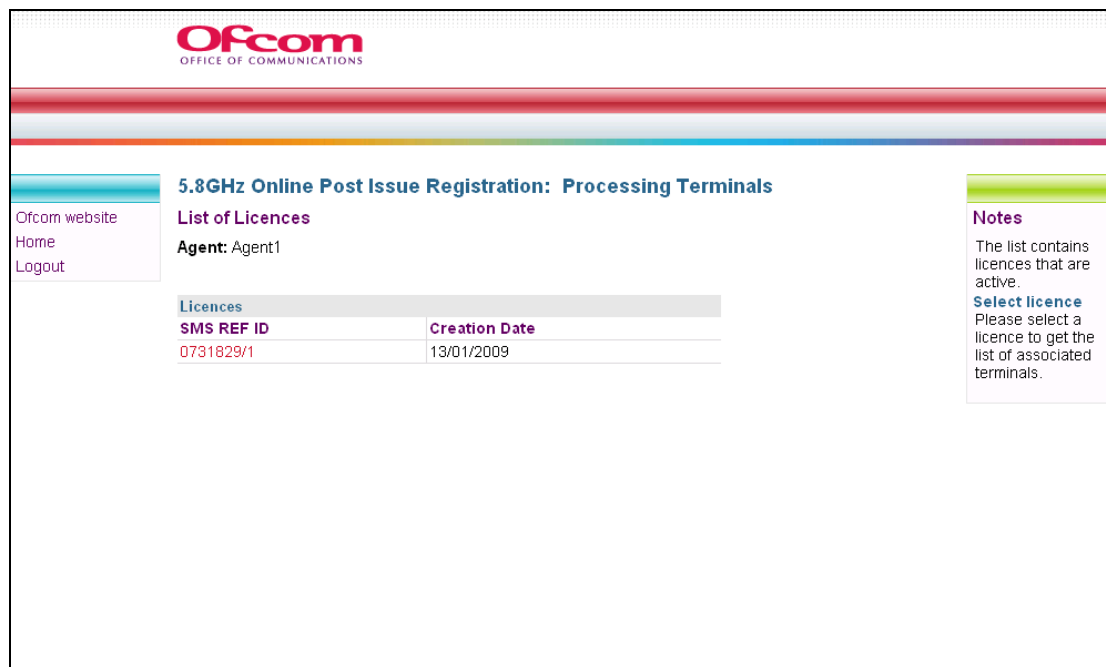
- If you are a new user you will need to be registered by the Online Access Contact.
- Click on **Agent Login**
- Enter your Agent **Username** and **Password**.

Incorrect format of username or password entered. The minimum length for username is 2 characters. The minimum length for password is 7 characters. Username and password can contain letters, numbers, '-' and '_'. Please contact your account administrator to reset your login details.

- Please note that Agent password require's **minimum length of 7 characters**. These 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.
- Special characters are not allowed in username and password. Please contact your account administrator to reset your login details. Valid characters are a..z, A..Z, 0..9, -, _”.

- when have upgraded the security aspects of the new system
- The password is case sensitive so please check that the **Caps Lock** function on your keyboard is turned off.
- Click on the **Login** button.

7. Agent: Selecting a Licence



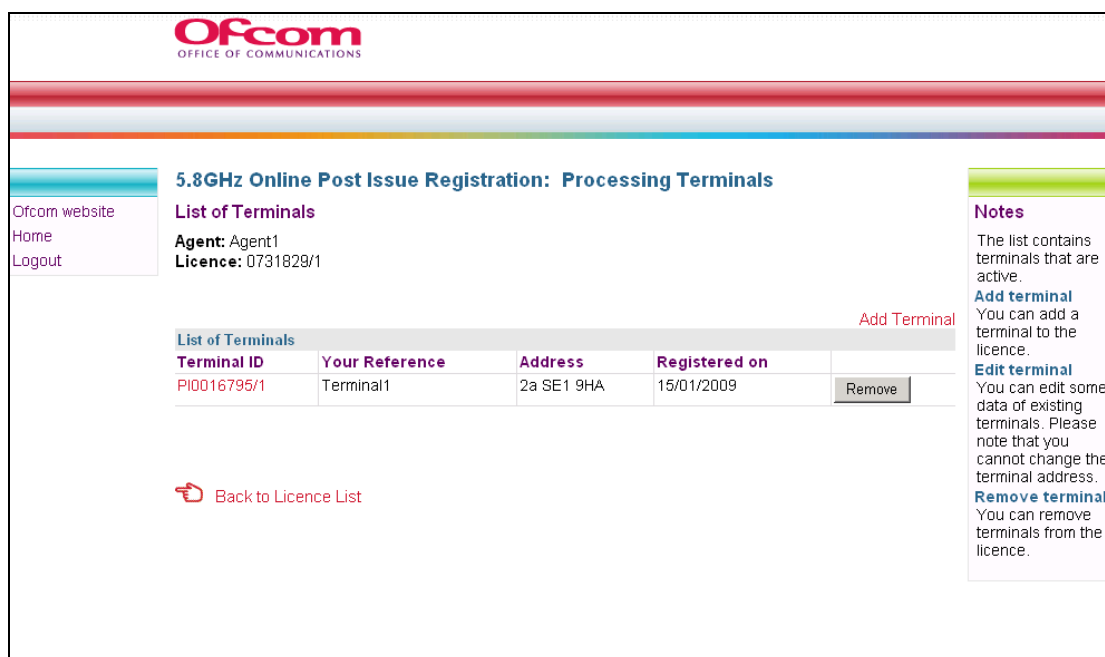
The screenshot displays the Ofcom website interface. At the top, the Ofcom logo and 'OFFICE OF COMMUNICATIONS' are visible. Below the logo is a horizontal bar with a red-to-blue gradient. The main content area is divided into three sections:

- Navigation Menu:** Located on the left, it contains links for 'Ofcom website', 'Home', and 'Logout'.
- 5.8GHz Online Post Issue Registration: Processing Terminals:** The main heading for the current page.
- List of Licences:** A section containing the text 'Agent: Agent1' and a table of active licences.
- Notes:** A section on the right providing instructions: 'The list contains licences that are active. Select licence Please select a licence to get the list of associated terminals.'

Licences	
SMS REF ID	Creation Date
0731829/1	13/01/2009

- You must select a licence to be able to process terminals for it
- Select the licence by clicking on the Licence Number

8. Agent: Registering Terminals



Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Terminals

Ofcom website
Home
Logout

List of Terminals
Agent: Agent1
Licence: 0731829/1

[Add Terminal](#)

Terminal ID	Your Reference	Address	Registered on	
PI0016795/1	Terminal1	2a SE1 9HA	15/01/2009	Remove

[Back to Licence List](#)

Notes
The list contains terminals that are active.
Add terminal
You can add a terminal to the licence.
Edit terminal
You can edit some data of existing terminals. Please note that you cannot change the terminal address.
Remove terminal
You can remove terminals from the licence.

- To add a new terminal to the licence click **Add Terminal**
- This will take you to the **Processing Terminals** screen

Registering Terminals (continued)

Terminal Address			Fields marked with * are required
Your Reference*	<input type="text" value="Terminal 1"/>		
House Name/No	<input type="text" value="2a"/>		
Postcode	<input type="text" value="SE1 9HA"/>		
National Grid Reference			
2-letter grid sq	3-figure easting	3-figure northing	
<input type="text" value=""/>	<input type="text" value="00"/>	<input type="text" value="00"/>	
Terminal Details			
Terminal Type*	<input type="text" value="Mesh (or multi point to multi point) customer terminal"/>		
Station Caretaker Contact Details			
First Name*	<input type="text" value="Peter"/>		
Surname*	<input type="text" value="Smith"/>		
Address*	<input type="text" value="2a Southwark Bridge Road"/>		
Town*	<input type="text" value="London"/>		
County	<input type="text" value=""/>		
Postcode*	<input type="text" value="Se1 9HA"/>		

- 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)
- Enter the House number / Name and Postcode or a National Grid Reference of where the terminal is located.
- 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.
- 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
- Click the **Next** button at the bottom of the screen.
- 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 is missing.
- If you get an error put in the missing information and re-submit it.

Registering Terminals (continued)

- You can review the information you have entered for the terminal

5.8GHz Online Post Issue Registration: Processing Terminals

Ofcom website
Home
Logout

Review Terminal: PI0016800/1
Agent: Agent1
Licence: 0731829/1

Notes
Please take the time to review the information you have entered before submitting your application.

Edit information
You can change your details by clicking on 'Edit' in the associated section.

Terminal Address [Edit]

Your Reference	Terminal 1
House Name/No	2a
Postcode	SE1 9HA
National Grid Reference	

Terminal Details [Edit]

Terminal Type	Mesh (or multi point to multi point) customer terminal
---------------	--

Station Caretaker Contact Details [Edit]

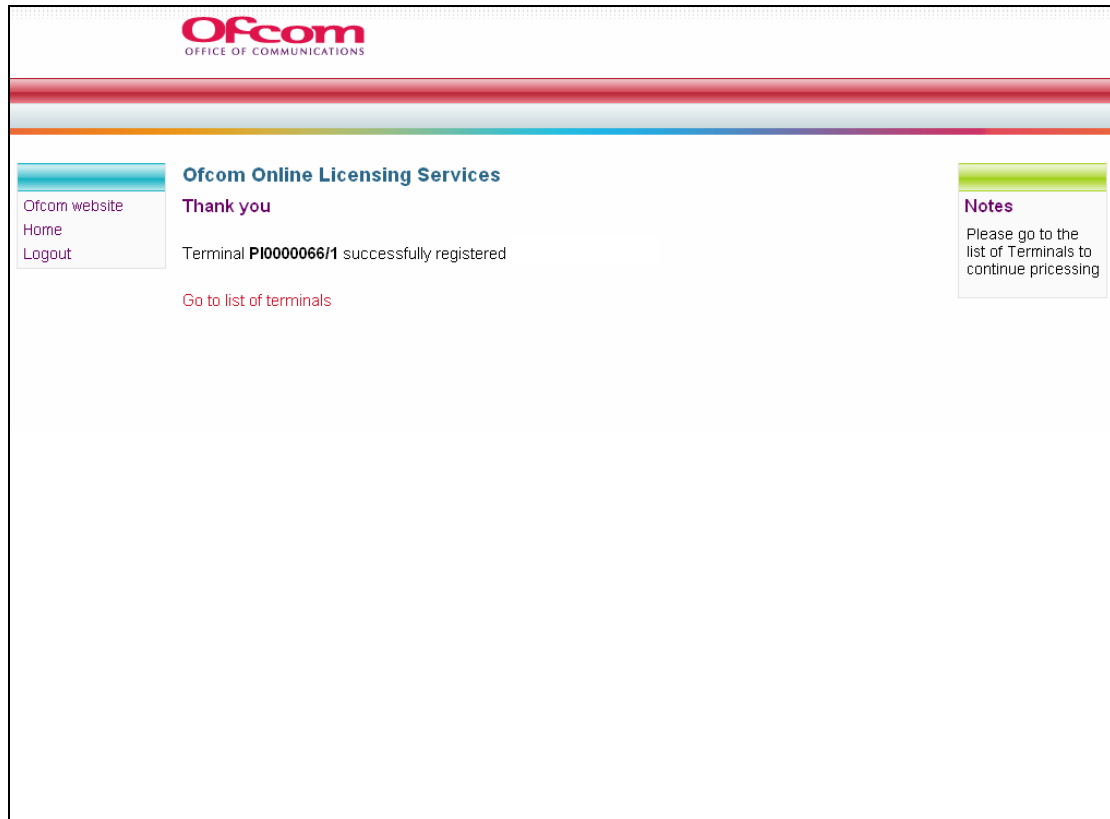
First Name	Peter
Surname	Smith
Address	2a Southwark Bridge Road
County	
Town	London
Postcode	Se1 9HA
Comments	

Submit

- If you find there is something that is incorrect you can make changes by clicking on the **[Edit]** option in each section
- If everything looks okay click on the **Submit** button to register the terminal

Registering Terminals (continued)

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



- Click on **Go to list of terminals**

Registering Terminals (continued)

Ofcom
OFFICE OF COMMUNICATIONS

Ofcom website
Home
Logout

5.8GHz Online Post Issue Registration: Processing Terminals

List of Terminals
Agent: Agent1
Licence: 0731829/1

[Add Terminal](#)

Terminal ID	Your Reference	Address	Registered on	
PI0016795/1	Terminal1	2a SE1 9HA	15/01/2009	Remove

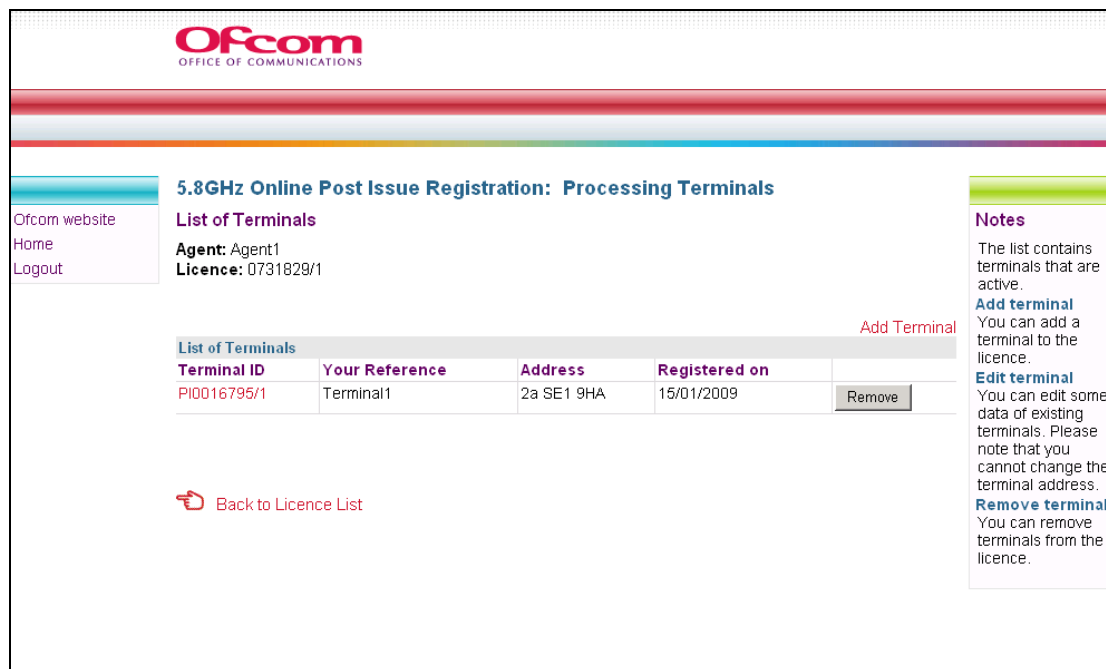
[Back to Licence List](#)

Notes
The list contains terminals that are active.
Add terminal
You can add a terminal to the licence.
Edit terminal
You can edit some data of existing terminals. Please note that you cannot change the terminal address.
Remove terminal
You can remove terminals from the licence.

- You can a list of the terminal(s) that have been registered to the licence

9. Agent: Removing a Terminal

- To remove a terminal:



The screenshot shows the Ofcom website interface for managing terminals. The header includes the Ofcom logo and the text 'OFFICE OF COMMUNICATIONS'. The main content area is titled '5.8GHz Online Post Issue Registration: Processing Terminals'. On the left, there is a navigation menu with links for 'Ofcom website', 'Home', and 'Logout'. The main content area displays 'List of Terminals' for 'Agent: Agent1' and 'Licence: 0731829/1'. A table lists the terminal details, and a 'Remove' button is visible next to the terminal entry. A 'Back to Licence List' link is also present. On the right, a 'Notes' sidebar provides instructions on how to add, edit, and remove terminals.

Ofcom
OFFICE OF COMMUNICATIONS

5.8GHz Online Post Issue Registration: Processing Terminals

Ofcom website
Home
Logout

List of Terminals
Agent: Agent1
Licence: 0731829/1

Add Terminal

Terminal ID	Your Reference	Address	Registered on	
PI0016795/1	Terminal1	2a SE1 9HA	15/01/2009	Remove

Back to Licence List

Notes
The list contains terminals that are active.
Add terminal
You can add a terminal to the licence.
Edit terminal
You can edit some data of existing terminals. Please note that you cannot change the terminal address.
Remove terminal
You can remove terminals from the licence.

- Select the terminal from the list and click the **Remove** button
- You will be asked to confirm if you want to remove the terminal - click Yes

End of Guide