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

Welcome to 5.8GHz Online Post Issue Registration

**Online Access Contact Login**

Authorized Online Access Contacts can manage assignments between Agents and Licences.

**Agent Login**

Authorized agents can create, edit or remove Terminals of specified Licences.

If this is your first time using the system:

1) You need to apply for a 5.8GHz licence. The application can be found here: [My/OFCOM](http://www.ofcom.org.uk/officeowner/licences/apply/licencese58很想了解买方便点analyse/ke_trade_form.pdf)

2) Please enter your login details by clicking on "Online Access Contact" (your login details are printed on the back of your 5.8 GHz Trade Licence)

3) It is a condition of the licence that terminals are registered before being installed.

- 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

- 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.

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:

![Change Password](image)

• 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 alphanumerical and upper case/lower case.

• 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.

• Click the **Save** button.

• Password must be changed at least once every 999 days.

• You cannot change password to any of the previous three Passwords.

• Account will be locked out after 3 invalid login attempts.

• Account will remain locked for 30 minutes.
3. OAC: Registering and assigning an Agent

- Select a licence by clicking on its number in the **Licences** Column.
Click on the **Register and assign Agent** link
OAC: Registering and assigning an Agent (continued)

• 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

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

**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**

- 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

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

- 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

- 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
You can a list of the terminal(s) that have been registered to the licence.
9. Agent: Removing a Terminal

- To remove a terminal:

  - 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