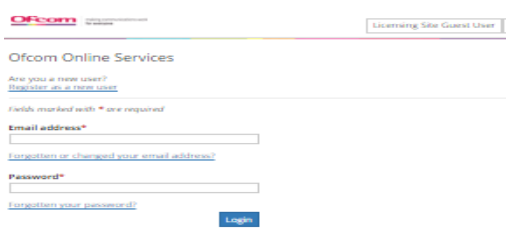
How to Register online

New Registration

Visit https://ofcom.force.com/licensingcomlogin



- Click on the **Register as a new user** link
- Complete all mandatory fields (marked with an asterisk*)
- Click **Register**
- You will be sent a verification link to your registered email to create your password and complete the registration process.

How to login

Existing Users

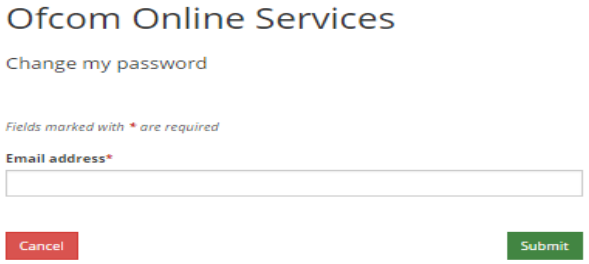
Visit https://ofcom.force.com/licensingcomlogin

- Enter your **Email address** and **Password**
- Click the **Login** button

Forgotten your Password?

Password Reset

- Click on the **Forgotten your password?** link
- Enter your **Email address** and click **Submit**



- You will be sent a verification link to your registered email address to reset your password
- **Enter a New password** and then **Confirm** the new password

Managing your personal details online

Changing personal details

- When you log in click on **Manage personal details** found on the left side of the screen

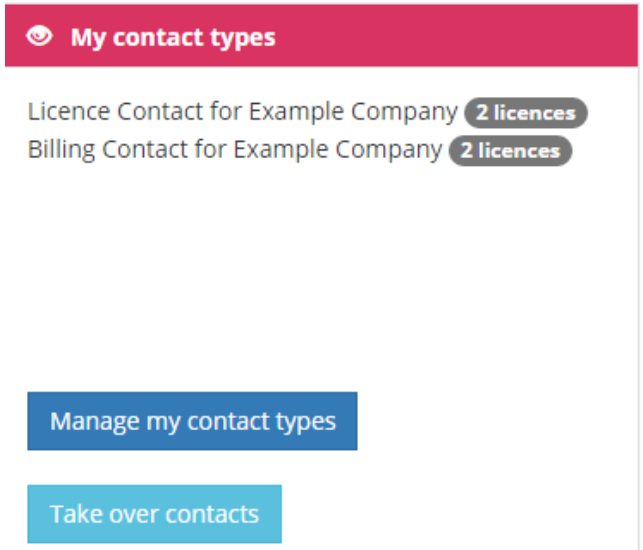
In this section you have the ability to:

- Change your password
- Change your email address (which becomes your new username)
- Change/add your address and Telephone number

When you have made the necessary changes, click on **Update**

How to take over the management of licences

- Under **My contact types,** click **Take over contacts**



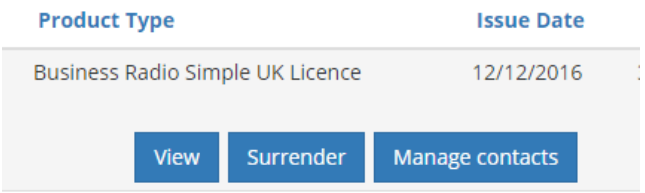
- Enter the customer reference number of the licensee then click **Next**
- Enter the licence number then click **Add**

If you wish to take over multiple licences, you can add the other licences here. You can only add licences that are for the same licensee.

- Select or enter your contact information then click **Next**
- Select which contact type you will take over from the drop down list
- Confirm the changes by clicking OK

How to change contacts from yourself to someone else

- Under **My licences**, click **View my licences**
- Hover over the relevant licence and select **Manage contacts**



- Select the contact type you want to change form the drop down list
- Select who will be the new contact from the drop down list then click **Next**
- Enter or confirm the contact information

*You can complete these actions for multiple licences by using the **Bulk actions** option under **My licences.***

What you can do online

Apply, pay for and issue licences for the following:

- ✓ Business Radio Simple UK Licences
- ✓ Business Radio Simple Site Licences
- ✓ Business Radio Suppliers Light Licences
- ✓ Coastal Station Radio Training School Licences
- ✓ Surrender the above licences
- ✓ Manage your contacts for all licence types

What you cannot do online

- Apply for or surrender any other Business Radio licences
- Trade licences
- Update company details

Things to Remember

Helpful tips

- Keep your online password in a safe place
- Ensure your contact and licence details are kept up to date
- If you have forgotten your email address you will need to contact Spectrum Licensing for assistance
- If you have forgotten your password, you will need to click on the 'Forgotten your password' hyperlink and enter your email address which will send you a verification link via email.

Contacting Ofcom

By post:

Spectrum Licensing
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA
www.ofcom.org.uk

By telephone:

0300 123 1000

020 7981 3131

By email:

spectrum.licensing@ofcom.org.uk

Ofcom

Using the Ofcom Online Licensing System for Business Radio Licences