SAMPLE prepared for a **made-up company**, "Example Valley Telephone Co." All names, numbers and details are invented. It shows the format and depth of what we hand your officer. Field names follow the FCC's published guidance, and the live portal may label some of them a little differently.

Example Valley Telephone Co.: 2026 RMD recertification pack

RMD0009999 (sample) · prepared by Axiom within 2 business days of receiving your intake answers

1. Note to your officer

To: Jane Doe, President, Example Valley Telephone Co. Your public RMD filing was last updated **Aug 14, 2024** and shows **no 2026 recertification**. Under 47 CFR 64.6305(h), every filer must recertify each year by March 1. The FCC's public data shows providers recertifying after the deadline since late July 2026, so the Recertify option may be available to you now. If it isn't when you open the filing, tell us before doing anything else.

What's in this pack: a review of your current filing, field by field (section 2); a "what to enter" sheet for the portal (section 3); an updated robocall mitigation plan for your review (section 4); and step-by-step filing instructions (section 5).

Please read sections 2 to 4, correct anything that isn't true, and reply **"OK to file"**. You own the facts; we only put them in order. Then file using section 5. It takes about 15 minutes, and we're on a screen-share with you only if you want one.

2. Filing review (sample findings)

Field on your current filing	What it shows now	What you told us	Action
Robocall mitigation contact	Tom Smith, Ops Manager	Tom left in March 2026. The new contact is Jane Doe.	**Update.** Contact changes are supposed to be updated within 10 business days, so this one is overdue.
Business address	PO Box 12, Valleytown, KS	Unchanged	No change
Principals, affiliates, subsidiaries, parents	Example Holdings LLC	Unchanged	No change
Role in the call chain	Voice service provider	Voice service provider and **non-gateway intermediate** (you started carrying wholesale traffic in 2025)	**Update.** Adds intermediate-provider certifications.
STIR/SHAKEN status	Partial implementation	Complete implementation since Jan 2026	**Update**
Mitigation plan PDF	1 page, uploaded 2021	Doesn't describe your current customer vetting or traceback steps	**Replace** with the plan in section 4

Upstream providers	Not listed	2 wholesale carriers	**Add** (required for intermediate providers)

Flag for your officer: two of these changes (the contact and the call-chain role) should already have been updated. Recertifying now with correct information is the cleanest fix. If you've received any FCC letter, order or removal notice, stop here and talk to a telecom lawyer first.

3. What to enter (portal order)

#	Portal step	Enter or select	Source
1	Log in	Your CORES username, password and two-step code (the account that made the original filing)	You
2	Open filing	RMD0009999, then **Recertify** (top right)	Portal
3	Contact	Jane Doe · President · Management · 100 Main St, Valleytown, KS 66000 · 555-555-0100 · jane@examplevalley.example	Intake Q4
4	Provider type	☑ Voice service provider ☑ Non-gateway intermediate provider ☐ Gateway provider	Intake Q7
5	STIR/SHAKEN	Complete STIR/SHAKEN implementation (voice service provider and intermediate)	Intake Q8
6	Principals, affiliates	Example Holdings LLC (parent). No change.	Current filing
7	Upstream providers	Carrier A Inc. (FRN 0000000001), Carrier B LLC (FRN 0000000002)	Intake Q12
8	Mitigation plan	Upload `ExampleValley_RMP_2026.pdf` (section 4)	Axiom draft, your OK
9	Declaration	Officer reads and signs: "I declare under penalty of perjury that the foregoing is true and correct."	Officer only
10	Submit	Screenshot the confirmation page and email it to us	Officer

4. Robocall mitigation plan (sample excerpt; the full plan is 2 to 4 pages)

4.1 Company and network. Example Valley Telephone Co. is a rural local exchange carrier serving about 2,100 lines in Valley County, Kansas, and carries a small volume of wholesale traffic from two upstream carriers. Complete STIR/SHAKEN implementation since January 2026.

4.2 Knowing our customers. Before giving numbers or calling ability to a new business customer, we verify the legal name, address and tax ID, confirm the intended calling use, and decline high-volume outbound calling (autodialers) unless the customer documents consent practices.

4.3 Monitoring. We review daily call-detail summaries for short-duration, high-volume or unusual international patterns. A customer over 500 calls per hour with under 15 seconds average duration is flagged for same-day review.

4.4 Response to illegal traffic. Flagged traffic is investigated within 1 business day. Confirmed illegal robocalls lead to suspension within 24 hours and termination for repeat cases.

4.5 Traceback. Traceback contact: Jane Doe, 555-555-0100. We respond to Industry Traceback Group and FCC traceback requests within 24 hours and cooperate fully with law enforcement.

4.6 Upstream providers. We accept traffic only from upstream providers listed in the RMD, check their listing each quarter, and stop accepting traffic from any provider removed from the database.

4.7 Review. The President reviews this plan every year before the March 1 recertification, and whenever our services change.

5. Filing it (about 15 minutes)

1. Your officer logs in to the RMD portal with their own CORES account and two-step code. We never see or type your password.
2. Open RMD0009999 and click Recertify (if there's no Recertify button, tell us before doing anything else).
3. Enter each line from section 3, and upload the plan PDF from section 4.
4. Read and sign the declaration, then submit. Screenshot the confirmation and email it to us.
5. We check the public FCC page within 2 days and send you proof once it shows the new date.

Price for this pack: US$450 flat for the 2026 catch-up recertification, half up front and half once your officer has submitted. Optional: the March 1, 2027 pack (RMD recertification plus CPNI certificate) for US$750 a year.

We prepare paperwork; we're not a law firm and this isn't legal advice. Your officer reviews, signs and submits from your own login. Never sign or submit anything you haven't checked.
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