

GENERAL

Applications for earth stations to access the Eutelsat space segment will be processed exclusively via our corporate Extranet, as from the beginning of April.

In recent months, Eutelsat has assigned to companies unique and protected access codes so that applications for earth station access can be submitted via Internet.

It is now necessary to define a new set of protected access codes to provide full security for electronic information and to ensure confidentiality.

PRESENT EXTRANET ACCESS STRUCTURE

There are two initial *Extranet* access codes: User login and User password. These were communicated to you previously and remain unchanged.

These codes allow you to access the Earth Station Applications and the Sun Interference application.

No additional access codes are required to access the Sun Interference application.

To access the Earth Station Applications, *applicant access codes* must be entered. These two codes, Applicant login and Applicant authorisation code, are currently assigned to your company by Eutelsat. The codes are identical and consist of a numerical string of three or six digits.

NEW EXTRANET ACCESS STRUCTURE

The two initial *Extranet* access codes, User Login and User Password, remain unchanged.

Access to the Sun Interference application is as described above. To access the earth station application, new *applicant access codes* must be entered.

These two codes are to be chosen individually by each company and must consist of a string of a minimum of six alphanumeric characters. The applicant login and applicant authorisation codes have to be different, e.g.:

Applicant login=qwerty123

Applicant authorisation code=456azerty.

DEFINING THE APPLICANT CODES AND UPDATING PREVIOUSLY SUBMITTED INFORMATION

Our new Web application is now available on-line so that your company can define the new applicant codes and update information about you and your company.

Assuming you are the **principal company contact*** for earth station applications, proceed as follows:

[Directory of Authorised E/S Operators on the Web](#)

Click on the above link to access the application. On the left-hand side of the first page, enter your old applicant login and applicant authorisation codes.

The next page displays information about you yourself and about your company, including contact details, and the list of countries where your company is authorised to operate. You can update this data as and when necessary.

At the top of the page you must define the new applicant access codes. For the time being there is no expiry date for these codes but you can change them if you wish simply by re-accessing the application [Directory of Authorised E/S Operators on the Web](#)

The bottom of the page shows a list of those people authorised to apply for earth station access rights. Define an additional set of applicant login and applicant authorisation codes on their behalf. We suggest you make this set of access codes different from the set you select for yourself.

You can add/remove people from the list. We strongly recommend that you periodically update this list and, in particular, that you remove anyone who has left your company, for obvious reasons of confidentiality and data security.

VALIDATION BY EUTELSAT OF THE NEW APPLICANT ACCESS CODES AND THE UPDATED INFORMATION

Once the updated information is submitted on-line to Eutelsat, the Earth Station Approval Office will verify its coherence and integrity.

As the company's principal contact-point, you will subsequently receive notification by e-mail that the new data has been inserted in the Eutelsat database and validated. You will also receive a user name and password to access the Extranet.

It will be your responsibility, as the company's principal contact, to inform everyone within your company authorised to submit applications for earth station access of the new applicant access codes to be used.

IMPORTANT NOTICE

It will not be possible to submit additional earth station applications or to re-access [Directory of Authorised E/S Operators on the Web](#) until Eutelsat has validated the data. For this reason, it is not recommended that you update company information and/or change access codes if any new earth station application is expected in the immediate future.

USE OF THE NEW APPLICANT ACCESS CODES

We strongly recommend that you keep the first set of codes, which you yourself will be using as the company's principal contact*, strictly confidential. This is the only set that can be used to update the company information. These codes can be used:

- to update, on a regular basis, the information about your company, yourself, and everyone else authorised to apply for earth station access;
- to submit earth station applications via the Web.

All those defined in the list as being authorised to submit earth station applications will use the second set of applicant access codes. They will only be authorised to:

- submit earth station applications via the Web.

FORMER INFONOTE 8

The data displayed for your company reflects the data previously submitted in the document referred to as 'Infonote 8'.

This document can be used to update information until 30 June 2002. After 1 July, information updates can only be submitted via the Internet.

COMPANIES NOT YET REGISTERED

If your company has not been registered and has not yet been assigned a set of applicant access codes, you can do this via the [Directory of Authorised E/S Operators on the Web](#).

Click on the 'New Applicant' button.

See the above section: 'DEFINING THE APPLICANT CODES AND UPDATING PREVIOUSLY SUBMITTED INFORMATION'.

LOST ACCESS CODES

If you forget or lose your access codes, please apply (by e-mail only) to esapproval@eutelsat.fr and the codes will be sent to you again.

QUERIES

If you have any queries about this Web application or about the use of access codes, please contact:

Telephone: +33 1 53 98 46 13

Fax: +33 1 53 98 37 41

E-mail: esapproval@eutelsat.fr

*If the principal contact point in your company is someone other than yourself, please forward this message to the relevant person.