

833 TOLL FREE NUMBER AUCTION

Application Tutorial

Somos, Inc.

Welcome to the 833 Auction Application Tutorial!

This tutorial provides an overview of the pre-bidding component for the 833 Auction and guides you through the process of applying to participate in the auction. A separate tutorial addressing bidding in the auction, including instructions on how to access the bidding system, will be posted at a later date.

This tutorial should not be viewed as a substitute for reviewing all of the orders, public notices, rules, and policies regarding the 833 Toll Free Number Auction. The Federal Communications Commission decisions adopting rules and policies for the auction, as well as detailed public notices outlining the procedures, terms, and conditions for the auction can be found on the FCC's website at <https://www.fcc.gov/wireline-competition/competition-policy-division/numbering-resources/833-auction> , through the FCC's Electronic Document Management System (EDOCS) database, and on the Somos website at <https://auction.somos.com/> .

833 AUCTION

Table of Contents

[Know the Auction Rules!](#)

[833 Auction Checklist](#)

[Application Process](#)

[Completing Your
Application](#)

[Applicant Types](#)

[Application Screens](#)

[Applicant Details](#)

[Direct Ownership Interests](#)

[Indirect Ownership Interests](#)

[Real Parties in Interest](#)

[FCC Regulated Entities or
Applicants for Licenses](#)

[Authorized Bidders](#)

[Bidding on Behalf of Others](#)

[Auction Related Agreements](#)

[Toll Free Number Selection](#)

[Additional Exhibits](#)

[Certify and Submit](#)

[Post Application Submission](#)

[Modifying an Existing
Application](#)

[Deleting an Application](#)

[Submitting an Upfront
Payment](#)

[Need Additional Help?](#)

Know the Auction Rules!

- Download the FCC's 833 Auction Procedures Public Notice (PN) on the 833 Auction:
 - <https://docs.fcc.gov/public/attachments/FCC-19-75A1.pdf>
- The PN contains the rules for this auction. It is every applicants' responsibility to read, know and understand them.
- The PN sets out timing of the various steps in the 833 Auction, methods for payments, and the rest of the procedures needed to participate in the Auction.

833 Auction Checklist

- ✓ Familiarize Yourself with the 833 Auction Rules and Procedures
- ✓ Register to Participate
- ✓ Complete and Submit an Application
- ✓ Provide an Upfront Payment

Application Process

Application Process

- After registering and obtaining your Auction ID, complete and submit the remainder of FCC Form 833 to participate in the Auction.
- Certify the accuracy of the information provided in the application and click submit to file the application.
- In the event that your application is deemed incomplete, you will have an opportunity to make minor changes to your application during the resubmission filing window.

Application Filing Deadline

- The filing window for registering and submitting an application will open at 12:00 p.m. Eastern Time (ET) on October 7, 2019 and close at 6:00 p.m. ET on October 18, 2019.
- Applicants are strongly encouraged to file early and are responsible for allowing adequate time for filing their applications in case they encounter any issues with the application process.
- Late applications or non-certified submissions will not be accepted.

Revisions and Submission Process

- You may make changes or delete your application at any time during the initial application filing window.
- After the filing deadline, you may no longer delete your application and will be considered an applicant, and therefore subject to the prohibition on certain communications.

Note: For more information on the Commission's communications prohibition, see the 833 Auction Procedures Public Notice.

Completing Your Application

Application Access

Open a web browser and navigate to the Somos Auction System *Login* screen: <https://secure-auction.somos.com/>.

Enter your verified email and password and click "LOGIN".

Enter the six digit code from your Google Authenticator App to verify your identity.

Note: Refer to the Registration User Guide for more information on the MFA process.

833 AUCTION


Login
Please login using your username and password below.

Username
Enter your email address

Password
Enter your password

☐ I agree to [Information and Website Use Notice and Privacy Policy](#)

[Forgot Password](#)

☐ I'm not a robot 

Login New User - Registration

Verify MFA Code
Please enter MFA verification code from your authenticator app.

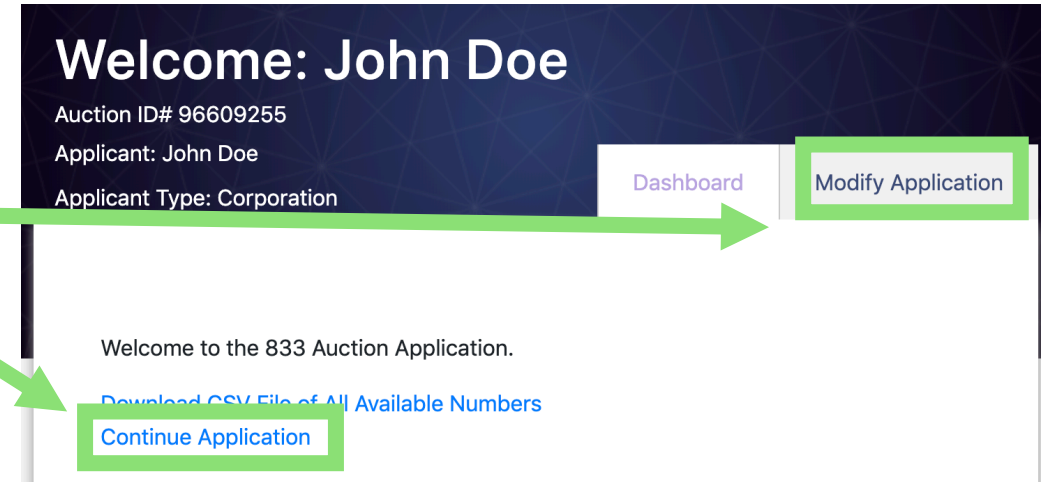
MFA Verification Code
Enter your verification code

Verify

Application Access

Create a new application by clicking on "Modify Application" or "Continue Application" in your *Auction Account Dashboard* screen.

Note: To avoid technical complications, do not click the link more than once while waiting for the application to load.



Application Access

Access the application screens via the navigation pane on the right side of the screen.

At the end of each screen you have the following options:

- "SAVE & CONTINUE" to save and move on to the next screen
- "NEXT" to go to the next screen without saving
- "BACK" to go to the previous screen without saving

The screenshot shows a web application interface for 'Apply to Participate in the Auction'. At the top, a dark blue header displays 'Welcome: John Doe' and user information: 'Auction ID# 96609255', 'Applicant: John Doe', and 'Applicant Type: Corporation'. On the right, there are two buttons: 'Dashboard' and 'Modify Application'. The main content area is titled 'FCC Form 833' and 'OMB Control Number 3060-XXXX'. Below this is the 'Apply to Participate in the Auction' heading and an 'Applicant Details' section. This section contains input fields for 'Corporate Name' (filled with 'John Doe'), 'Corporate Address' (filled with '123 Main Street'), 'Country' (filled with 'United States'), 'City' (filled with 'Herndon'), 'State or Province' (filled with 'VA'), and 'Zip Code' (filled with '20171'). On the right side, there is an 'Application Menu' with a list of options: 'Applicant Details', 'Direct Ownership Interests', 'Indirect Ownership Interests', 'Real Parties in Interest', 'FCC Regulated Entities', 'Authorized Bidders', 'Bidding on Behalf of Others', 'Auction-Related Agreements', 'Toll Free Number Selection', 'Additional Exhibits', and 'Certify and Submit'. At the bottom of the form, there are three buttons: 'BACK', 'SAVE & CONTINUE', and 'NEXT'. A green arrow points from the text 'Access the application screens via the navigation pane on the right side of the screen.' to the 'Application Menu'. Another green arrow points from the text 'At the end of each screen you have the following options:' to the 'BACK', 'SAVE & CONTINUE', and 'NEXT' buttons.

Welcome: John Doe
Auction ID# 96609255
Applicant: John Doe
Applicant Type: Corporation

Dashboard Modify Application

FCC Form 833
OMB Control Number 3060-XXXX

Apply to Participate in the Auction

Applicant Details

Corporate Name
John Doe

Corporate Address
123 Main Street

Country
United States

City State or Province Zip Code
Herndon VA 20171

Application Menu

- > Applicant Details
- > Direct Ownership Interests
- > Indirect Ownership Interests
- > Real Parties in Interest
- > FCC Regulated Entities
- > Authorized Bidders
- > Bidding on Behalf of Others
- > Auction-Related Agreements
- > Toll Free Number Selection
- > Additional Exhibits
- > Certify and Submit

Have questions or need support filling out the

BACK SAVE & CONTINUE NEXT

Applicant Types

When you registered for the 833 Auction, you selected 1 of 9 different applicant types.

The type you selected will determine the subset of information that is required to be filled out on the application.

A screenshot of a web form titled "Applicant Type". The dropdown menu is open, showing a list of nine options. The first option, "Corporation", is highlighted with a blue background and a checkmark icon. The other options are: "Limited Partnership", "General Partnership", "Limited Liability Company", "Individual", "Trust", "Government Entity", "Consortium", and "Other". The entire screenshot is enclosed in a green rectangular border.

| Applicant Type |
|---------------------------|
| ✓ Corporation |
| Limited Partnership |
| General Partnership |
| Limited Liability Company |
| Individual |
| Trust |
| Government Entity |
| Consortium |
| Other |

Application Screens

The following table lists the different application screens you may see when filling out the FCC Form 833.

| Screen | Detail |
|---|---|
| Applicant Details | Confirm the information on applicant type (legal classification), name, and address that was imported from the registration page and, if required, provide a person legally responsible for auction participation |
| Ownership (Direct, Indirect, Additional Real Parties) | Disclose parties that have direct and indirect ownership or controlling interests in the applicant |
| FCC Regulated Entities | Disclose any FCC regulated entities or applicants for an FCC license |
| Authorized Bidder | Designate at least one (and up to three) authorized bidders and provide their contact information |

Application Screens

| Screen | Detail |
|-----------------------------|---|
| Bidding on Behalf of Others | List any entity on whose behalf you are bidding (if any) |
| Auction-Agreements | Identify and provide information about each auction-related agreement that is required to be disclosed under the Commission's rules in the 833 Auction Procedures Public Notice |
| Toll Free Number Selection | Select the Toll Free numbers on which you wish to bid |
| Additional Exhibits | Upload any additional exhibits to be included in your application |
| Certify and Submit | Review and make the required certifications and submit the application |

Application Screens

Applicants will see the screens that they must complete listed in the right-hand menu.

If you registered as an Individual or Government Entity, you will not see the following screens:

- Direct Ownership Interest
- Indirect Ownership Interest

Application Menu

› Applicant Details

› Direct Ownership Interests

› Indirect Ownership Interests

› Real Parties in Interest

› FCC Regulated Entities

› Authorized Bidders

› Bidding on Behalf of Others

› Auction-Related Agreements

› Toll Free Number Selection

› Additional Exhibits

› Certify and Submit

Applicant Details

Your applicant type (legal classification), name, and address will be imported from your registration page and prefilled in this portion of the application.

Confirm that this information is correct. All fields are editable except for Applicant Name.



Apply to Participate in the Auction

Applicant Details

Corporate Name

John Doe

Corporate Address

123 Main Street

Country

United States

City

Herndon

State or Province

VA

Zip Code

20171

Note: The information provided at the time of registration cannot be changed by the applicant. If you need to change your registration information, contact the Somos Help Desk at 844-439-7666 or email auctionhelp@somos.com.

Applicant Details

The information of the responsible party must be a person who is considered legally responsible for the application.

Fill out the fields highlighted in green. →

Click "SAVE & CONTINUE". ↘

Note: If an applicant is an Individual, this section will not be displayed.

Responsible Party

First Name

First Name

M.I.

(Optional)

Last Name

Last Name

Title

Enter title

Email

Enter email

Phone

Enter phone

Address

Enter address

Country

Enter country

City

Enter your city

State or Province

Enter State or Province

Zip Code

Enter Zip

SAVE & CONTINUE

NEXT

Direct Ownership Interests

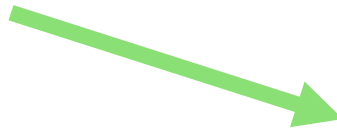
- On the *Direct Ownership* screen, you must disclose any party holding 10 percent or more of interest in the applicant:
 - Whether the interest is voting or non-voting
 - Whether it is common stock, preferred stock, or other
 - Including the specific amount of the interest or percentage held
- Certain applicant types do not have direct or indirect ownership interests (e.g., Government Entity). In that case, continue on the *Real Parties in Interest* screen.

Direct Ownership Interests – General Partnership

If you have selected General Partnership, identify:

- Each general partner regardless of ownership stake

If a partner is not an individual, then you must include the name and title of a responsible person in an attachment.



Direct Ownership Interests

List, in the case of a general partnership, the name, address and citizenship of each partner, and the share or interest participation in the partnership.

The applicant must submit a single attachment that describes the applicant's direct ownership.

Direct Ownership Interests – Limited Partnership

If you have selected Limited Partnership, identify:

- Each general partner, regardless of ownership stake
- Any limited partner with an ownership interest of 10 percent or more



Direct Ownership Interests

List the name, address and citizenship of each general partner and each limited partner whose interest in the applicant is 10 percent or greater (as calculated according to the percentage of equity paid in or the percentage of distribution of profits and losses).

The applicant must submit a single attachment that describes the applicant's direct ownership.

Direct Ownership Interests – Consortium

If you have selected Consortium, identify:

- Each member of the consortium



Direct Ownership Interests

List the name, address and citizenship of any party holding a 10 percent or more interest in the applicant, including the specific amount of the interest or percentage held.

If there are no parties with a 10 percent or more interest in the applicant, please check none below.

The applicant must submit a single attachment that describes the applicant's direct ownership.

Direct Ownership Interests

Select whether the owner of an interest of 10 percent or more in the applicant is an individual or an entity.

If no individual or entity has a direct ownership interest of 10 percent or more, select "NONE".

Click on "SAVE & CONTINUE".

Direct Ownership Interests

List the name, address and citizenship of any party holding a 10 percent or more interest in the applicant, including the specific amount of the interest or percentage held.

If there are no parties with a 10 percent or more interest in the applicant, please check none below.

The applicant must submit a single attachment that describes the applicant's direct ownership.

The screenshot shows the 'Direct Ownership Interests' form. A green arrow points from the instruction 'If no individual or entity has a direct ownership interest of 10 percent or more, select "NONE".' to the 'None' checkbox, which is highlighted with a green box. Another green arrow points from the instruction 'Click on "SAVE & CONTINUE".' to the 'SAVE & CONTINUE' button, which is also highlighted with a green box. The form includes a section for selecting the owner type, with 'Individual' selected (radio button) and 'Entity' unselected. The 'BACK', 'SAVE & CONTINUE', and 'NEXT' buttons are at the bottom.

☐ None

☒ Individual ☐ Entity

BACK SAVE & CONTINUE NEXT

Direct Ownership Interests

If a party holds 10 percent or more of interest, complete the required highlighted fields.

A green bracket grouping the highlighted fields in the form.

| | | |
|--|----------------------|----------------------|
| First Name | M.I. | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | | |
| <input type="text"/> | | |
| City | State or Province | Zip Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Country | | |
| <input type="text"/> | | |
| Citizenship or Jurisdiction of Formation | | |
| <input type="text"/> | | |
| Ownership Amount | | |
| <input type="text"/> | | |

Direct Ownership Interests

Select the type of interest:

- Common stock
- Preferred stock
- Other

Select the voting status:

- Voting
- Non-Voting
- Not Applicable

The diagram shows two adjacent rectangular boxes with green borders. The left box is titled 'Type of Interest' and contains three radio button options: 'Common Stock' (selected with a blue dot), 'Preferred Stock', and 'Other'. The right box is titled 'Voting Status' and contains three radio button options: 'Voting' (selected with a blue dot), 'Non-Voting', and 'Not Applicable'. A green arrow points from the text 'Select the type of interest:' to the 'Type of Interest' box. Another green arrow points from the text 'Select the voting status:' to the 'Voting Status' box.

| Type of Interest | Voting Status |
|---|---|
| <input checked="" type="radio"/> Common Stock | <input checked="" type="radio"/> Voting |
| <input type="radio"/> Preferred Stock | <input type="radio"/> Non-Voting |
| <input type="radio"/> Other | <input type="radio"/> Not Applicable |

Direct Ownership Interests

Add any additional holders of direct ownership interest by clicking on the link and adding the information for the next owner.



[+ Additional Holders of Direct Ownership Interests](#)

Upload a single attachment describing the direct ownership interest in the applicant for all individuals or entities added.

Click on "CHOOSE FILE" and select the appropriate file.



Choose File

No file chosen

BACK



SAVE & CONTINUE

NEXT

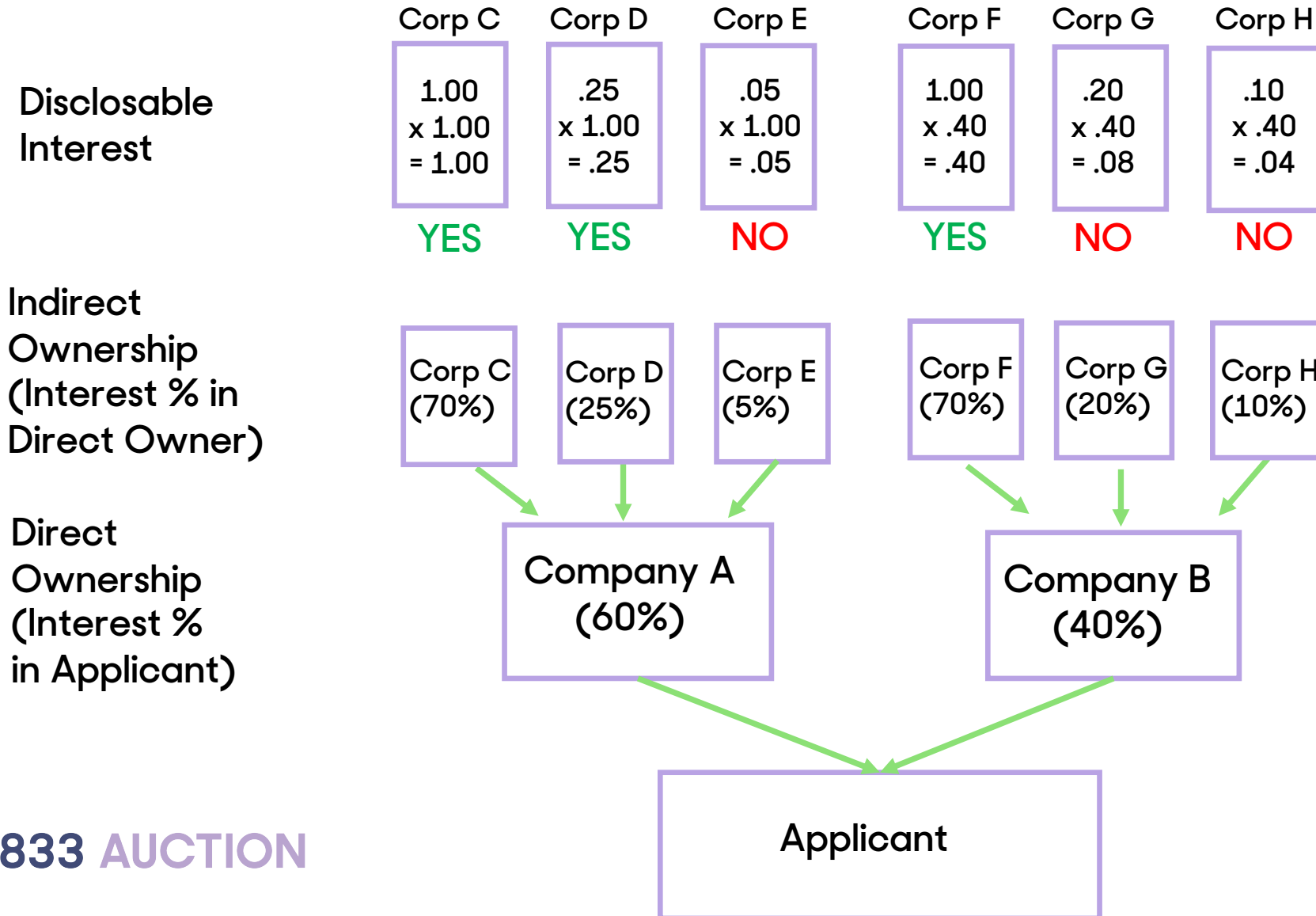
Click "SAVE & CONTINUE" to upload.

Indirect Ownership Interests

- Disclose any ownership interests in the direct owners – which are known as indirect ownership interests – for any party holding a 10 percent or greater indirect ownership interest in the applicant.

Note: For additional information on calculating indirect ownership interests, see the Application Instructions.

To calculate disclosable indirect ownership interest, multiply direct ownership interest times indirect ownership interest. Interests of more than 50% (or actual control) = 100%. Direct and Indirect ownership interests of less than 10% are not reported.



Indirect Ownership Interests

Disclose the name or names of those entities or individuals who have one or more indirect ownership interest(s) in the applicant.

If there are no such indirect owners, choose "NONE" and click "SAVE & CONTINUE".

The form is titled "Indirect Ownership Interests". It features a checkbox labeled "None" which is highlighted with a green border. Below this, there are two radio buttons: "Individual" (selected) and "Entity". Underneath, there are three input fields labeled "First Name", "M.I.", and "Last Name". Below these fields is a blue link that says "+ Additional Holders of Indirect Ownership Interests". Further down, there is a "Choose File" button and the text "No file chosen". At the bottom, there are three buttons: "BACK", "SAVE & CONTINUE" (highlighted with a green border), and "NEXT". Two green arrows originate from the text on the left: one points to the "None" checkbox and the other points to the "SAVE & CONTINUE" button.

Indirect Ownership Interests

If there are entities or individuals who have one or more indirect ownership interest(s) in the applicant, complete this section.

Choose whether the indirect owner is an individual or an entity and enter the individual's name.



| | | |
|--|----------------------|----------------------|
| <input checked="" type="radio"/> Individual <input type="radio"/> Entity | | |
| First Name | M.I. | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Indirect Ownership Interests

Add additional holders of indirect ownership interest by clicking on the link and adding the information for the next owner.

Upload a single attachment describing the indirect ownership interest in the applicant for all individuals or entities added.

Click on "CHOOSE FILE" and select the appropriate file.

Click "SAVE & CONTINUE" to upload.



+ Additional Holders of Indirect Ownership Interests

A green arrow points from the text 'Add additional holders of indirect ownership interest by clicking on the link and adding the information for the next owner.' to this link.



Choose File No file chosen

A green arrow points from the text 'Click on "CHOOSE FILE" and select the appropriate file.' to this button.

BACK

SAVE & CONTINUE

A green arrow points from the text 'Click "SAVE & CONTINUE" to upload.' to this button.

NEXT

Note: For additional information on the attachment, see the Application Instructions.

Indirect Ownership Interests – Consortium

If you have selected “Consortium” for applicant type, you must identify the owners of each member of the consortium here with an interest of 10 percent or more in such consortium member.



Indirect Ownership Interests

List all parties holding indirect ownership interests in the applicant as determined by successive multiplication of the ownership percentages for each link in the vertical ownership chain, that equals 10 percent or more of the applicant, except that if the ownership percentage for an interest in any link in the chain exceeds 50 percent or represents actual control, it shall be treated and reported as if it were a 100 percent interest.

The applicant must submit a single attachment that describes the applicant's indirect ownership.

Real Parties in Interest

In addition to the parties previously identified in the application, you are required to disclose any others who have the ability to or potential to control the applicant.

If there are no such entities or individuals, check "No Additional Real Parties in Interest" and click "SAVE & CONTINUE".

Additional Real Parties in Interest

List the real party or parties in interest in the applicant or application not previously disclosed in the application, including a complete disclosure of the identity and relationship of those persons or entities directly or indirectly owning or controlling (or both) the applicant.

The screenshot shows a form titled "Additional Real Parties in Interest". At the top, there is a checkbox labeled "No Additional Real Parties in Interest". Below this, there are three buttons: "BACK", "SAVE & CONTINUE", and "NEXT". A green arrow points from the text "check 'No Additional Real Parties in Interest'" to the checkbox. Another green arrow points from the text "click 'SAVE & CONTINUE'" to the "SAVE & CONTINUE" button. The "SAVE & CONTINUE" button is highlighted with a green border.

Note: For additional information on who qualifies as a Real Party in Interest, see the Application Instructions.

Real Parties in Interest

Choose whether the real party in interest is an individual or an entity.

Fill in the required highlighted fields.

Describe the identity and relationship of the person or entity to the applicant.

Note: If you need to provide additional information on the real party in interest, you can upload an attachment on the *Additional Exhibits* screen.

833 AUCTION

☐ Individual ☒ Entity

Entity Name

Entity Name

Address

Enter your address

City State or Province Zip Code

Enter your city Enter State or Province Enter Zip

Country

Enter your country

Description

Description

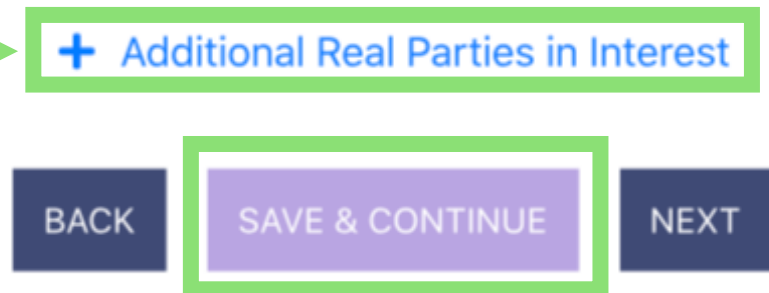
Real Parties in Interest

You may add additional real parties in interest.

Click on the link "+ Additional Real Parties in Interest " and add the information for the next entity or individual.

Your previous information will be saved.

Click "SAVE & CONTINUE".



FCC Regulated Entities or Applicants for Licenses

Disclose if any parties listed in the application (other than indirect owners) hold 10 percent or more interest in an FCC regulated entity or applicant for license.

If no, select "NO" and click "SAVE & CONTINUE".

For Government Entity and Individual applicant types:

Apply to Participate in the Auction

FCC Regulated Entities or Applicants for Licenses

Do any of the parties in this application hold 10 percent or more interest in any FCC regulated entity or applicant for license?

☒ Yes ☐ No

For all other applicant types:

Apply to Participate in the Auction

FCC Regulated Entities or Applicants for Licenses

Do any of the parties in this application, other than indirect owners, hold 10 percent or more interest in any FCC regulated entity or applicant for license?

☒ Yes ☐ No

BACK

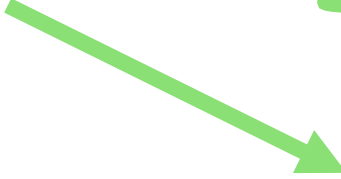
SAVE & CONTINUE

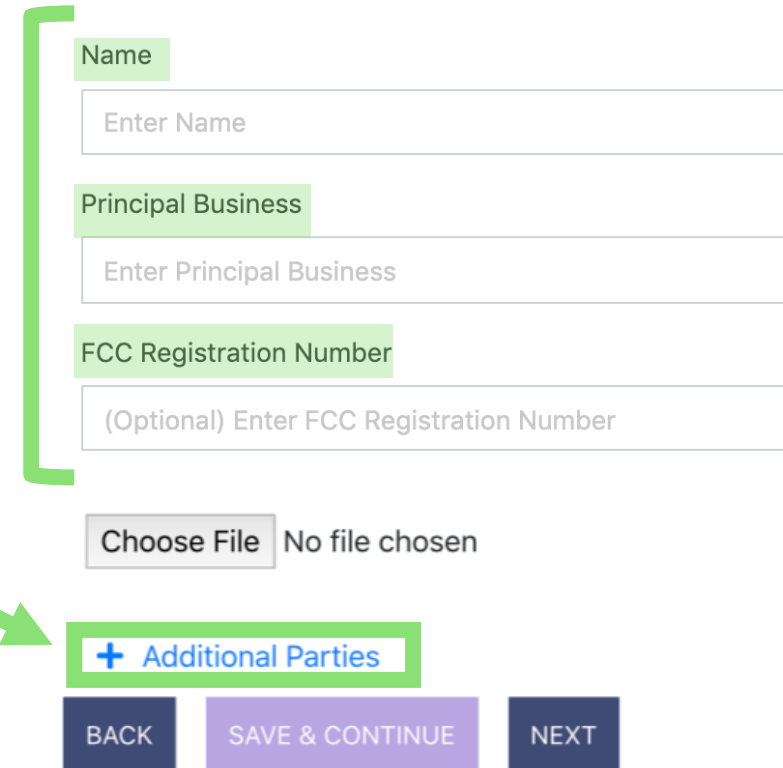
NEXT

FCC Regulated Entities or Applicants for Licenses

If Yes:

For each entity, fill out the highlighted fields. 

You may add an additional parties by clicking on the link "+ Additional Parties" and entering the information for the next entity. 



The screenshot shows a form for adding FCC regulated entities. The fields 'Name', 'Principal Business', and 'FCC Registration Number' are highlighted with green boxes. Below these is a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a '+ Additional Parties' link, also highlighted with a green box, and three buttons: 'BACK', 'SAVE & CONTINUE', and 'NEXT'.

Name

Enter Name

Principal Business

Enter Principal Business

FCC Registration Number

(Optional) Enter FCC Registration Number

Choose File No file chosen

[+ Additional Parties](#)

BACK SAVE & CONTINUE NEXT

FCC Regulated Entities or Applicants for Licenses

Upload a single attachment describing the relationship between the applicant and each party disclosed in this section.

Click on "CHOOSE FILE" and select the appropriate file.

Click "SAVE & CONTINUE" and the file will upload automatically.

[+ Additional Parties](#)

Choose File

No file chosen

BACK

SAVE & CONTINUE

NEXT

Authorized Bidders

- You must identify at least one authorized bidder for the applicant but no more than three.
- Applicants are encouraged to identify more than one authorized bidder.
- An individual may not serve as an authorized bidder for more than one applicant in the same auction.
- Any individual possessing information about the bids or bidding strategy of one 833 Auction applicant (for example, by virtue of his or her officer or director position with, or ownership interest in, the applicant) cannot be an authorized bidder for another 833 Auction applicant.

Note: For additional information on authorized bidders, see the Application Instructions.

Authorized Bidders

The applicant can designate the listed contact person as an authorized bidder by checking this box.

The contact person's information will appear in the subsequent fields.

If the contact person is checked as an authorized bidder, the applicant can add up to two additional authorized bidders.

Authorized Bidders

☐

would like to designate the Contact Person as an Authorized Bidder.
(An applicant may select up to three Authorized Bidders.)

First Name

M.I.

Last Name

First Name

Last Name

Authorized Bidder Email

Email address

Authorized Bidder Mobile Number

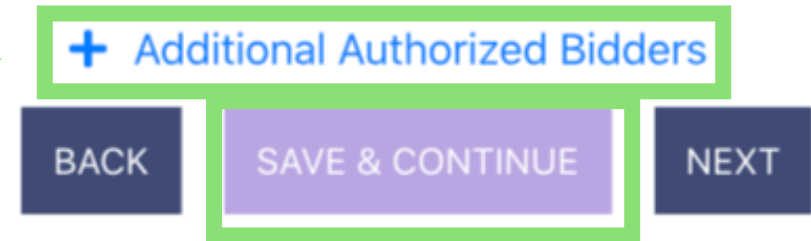
Enter mobile phone number

Authorized Bidders

You may add additional authorized bidders.

Click the link "+ Additional Authorized Bidders" and add the information for the next bidder.

Once you have entered every authorized bidder, click "SAVE & CONTINUE".



Note: Only those authorized bidders listed on the application will be able to place bids for the applicant during the auction.

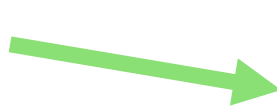
Bidding on Behalf of Others

- A potential subscriber can participate in the 833 Auction through a Responsible Organization (Resp Org).
- In this case, the Resp Org will be the one responsible for completing the application and must disclose each of the potential subscribers on whose behalf it will be bidding.
- A potential subscriber can only participate through one entity in the 833 Auction.

Note: For additional information about bidding on behalf of others, see the Application Instructions.

Bidding on Behalf of Others

If you are not bidding on behalf of another individual or entity, check "NONE" and click "SAVE & CONTINUE".



Bidding on Behalf of Others

Please list any entity on whose behalf you are bidding. Note that these entities must be listed in your Toll Free Number Selection.

☐ None

BACK

SAVE & CONTINUE

NEXT

Bidding on Behalf of Others

If you are bidding on behalf of another individual or entity, choose either Individual or Entity.

Fill out the required highlighted fields. →

☐ Individual ☒ Entity

Entity Name

Entity Name

Entity's Address

Enter the address

Country

Enter Country

City

Enter your city

State or Province

Enter State or Province

Zip Code

Enter Zip

Entity's Email

Enter Entity's email

Entity's Phone Number

Enter Entity's phone number

Bidding on Behalf of Others

For each individual or entity listed, upload a Letter of Authorization (LOA) granting you the authority to bid on it's behalf.

Click on "CHOOSE FILE" and select the appropriate file.

Click "SAVE & CONTINUE" and the file(s) will upload automatically.

Please upload the Letter of Authorization granting the applicant authority to bid on behalf of the entity.

Choose File

No file chosen

+ Additional Parties

BACK

SAVE & CONTINUE

NEXT

Note: For additional information about what is required in the LOA, see the Application Instructions.

Bidding on Behalf of Others

You may list additional parties on whose behalf you are bidding.

Click on the link "+ Additional Parties" and add the information for the next party.

Click "SAVE & CONTINUE".

Please upload the Letter of Authorization granting the applicant authority to bid on behalf of the entity.

Choose File No file chosen

[+ Additional Parties](#)

BACK

SAVE & CONTINUE

NEXT

Auction-Related Agreements

You must respond Yes or No if the applicant has entered into any auction-related agreements.

If No:

Select "NO" and click "SAVE & CONTINUE" to be directed to the *Select Toll Free Numbers* screen.

Auction-Related Agreements

Has the applicant entered into any partnerships, joint ventures, consortia, or other agreements, arrangements, or understanding of any kind relating to the toll free numbers being auctioned, including any agreements that address or communicate directly or indirectly bids (including specific prices), bidding strategies (including specific toll free numbers on which to bid or not bid), or post-auction market structure, to which the applicant, or any party that controls or is controlled by the applicant is a party?

The applicant must submit an attachment that briefly describes each such agreement. Provide an identifying name for your agreement.

The screenshot shows a form with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a green box. Below the radio buttons are three buttons: 'BACK', 'SAVE & CONTINUE', and 'NEXT'. The 'SAVE & CONTINUE' button is highlighted with a green box. A large green bracket is on the left side of the form, and a green arrow points from the text 'Select "NO" and click "SAVE & CONTINUE"' to the 'SAVE & CONTINUE' button.

Auction-Related Agreements

If Yes:

Provide a reference name or brief description of the agreement.

If there is more than one other party to the agreement disclosed, you can click on the "+ Additional Parties to this Agreement" button to add.



☒ Yes ☐ No

Name of the agreement

Enter name of the agreement

Parties to this agreement

Enter parties to this agreement

[+ Additional Parties to this Agreement](#)

Auction Related Agreements

Submit an attachment that briefly describes the agreement.

Click on "CHOOSE FILE" and select the appropriate file.

If you have additional agreements, click on the link "+ Additional Auction-Related Agreements" and the additional information.

Click "SAVE & CONTINUE".

Upload description of the agreement(s)

Choose File

No file chosen

+ Additional Auction-Related Agreements

BACK

SAVE & CONTINUE

NEXT

Note: The name of the agreement should not indicate or suggest an applicant's toll free number selection(s), as applicable, or potentially reveal an applicant's bidding strategy.

Toll Free Number Selection

- You must identify any Toll Free number (from the list of available 833 numbers) on which you may wish to place a bid during the auction.
- You will not be required to bid on every Toll Free number that you list, but you must include a Toll Free number in your bid file in order to later bid on it.
- The amount of your upfront payment (submitted after the application) will determine how many 833 numbers on which you can bid.
- You cannot change your selection(s) after the submission deadline.

Note: For more information on Toll Free number selection, please refer to the Application and Bidding Instructions.

Toll Free Number Selection

Download one of the following files to fill out with the numbers you are bidding on:

- Spreadsheet containing all Toll Free numbers available in the 833 Auction
- Empty spreadsheet template



Toll Free Number Selection

Applicant will only be able to bid on toll free numbers selected here.

Applicant is not required to bid on every toll free number selected.

Applicants are required to list the entity they are bidding on for each toll free number, if any.

Applicant will not be able to select any toll free numbers not listed in the available number file below.

Download Bid File of All Available Numbers

Download Empty Bid File for Bidding on Toll Free Numbers

Choose File No file chosen

BACK

SAVE & CONTINUE

NEXT

Note: For more information on the preferred number format, refer to the Application Instructions.

833 AUCTION

Toll Free Number Selection

If you are bidding on behalf of another party, you must list that party in the same row as the number(s) that you are bidding on for that party.

If you are bidding for a Toll Free number on your own behalf, you must enter "Self".

Repeat this for all numbers which you selected.



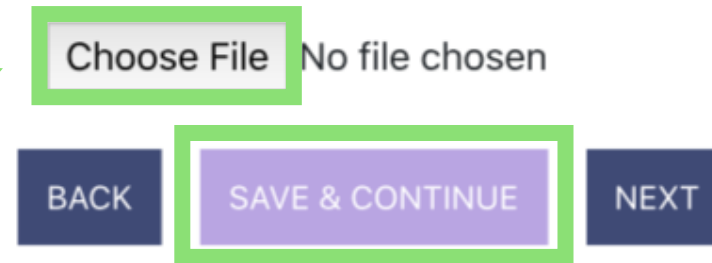
| | A | B | C | D | E | F |
|----|--------------------------|---|---|---|---|---|
| 1 | DialNumber, BehalfEntity | | | | | |
| 2 | 8332000000, Self | | | | | |
| 3 | 8332000001, Self | | | | | |
| 4 | 8332000002, Self | | | | | |
| 5 | 8332000003, Self | | | | | |
| 6 | 8332000007, Self | | | | | |
| 7 | 8332000008, Self | | | | | |
| 8 | 8332000009, Self | | | | | |
| 9 | 8332001000, Self | | | | | |
| 10 | 8332001111, self | | | | | |
| 11 | 8333333333, Jane Doe | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |

Toll Free Number Selection

Save your bid file in the comma separated values (.csv) format and upload.

Click on "CHOOSE FILE" and select the document.

Click "SAVE & CONTINUE" button to upload the file.



Note: If you have one or more errors in your bid file, the Somos Auction System will provide you an error message(s).

Additional Exhibits

- You have an opportunity to include additional information in your application that is not otherwise captured in the FCC Form 833.
- If you are requesting confidential treatment of any portion of your application, you must upload that request here.

Additional Exhibits

Click on "CHOOSE FILE" and select the appropriate file.

If you have additional exhibits, click the "+ Additional Exhibits" link.

Click "SAVE & CONTINUE".

Additional Exhibits

Please upload additional exhibits, if any, to be included in this application.

The screenshot shows a form titled "Additional Exhibits" with the instruction "Please upload additional exhibits, if any, to be included in this application." Below the instruction, there is a "Choose File" button with the text "No file chosen" next to it. Below the "Choose File" button is a link that says "+ Additional Exhibits". At the bottom of the form are three buttons: "BACK", "SAVE & CONTINUE", and "NEXT". Three green arrows point from the text instructions on the left to these three elements: the first arrow points to the "Choose File" button, the second arrow points to the "+ Additional Exhibits" link, and the third arrow points to the "SAVE & CONTINUE" button.

Certify and Submit

- The *Certify and Submit* screen lists certifications which all 833 Auction applicants must make in order to submit their applications.
- Carefully read through the certifications.
- If required information is missing or if some information conflicts with another application that has already been filed, you will receive an error message(s) after you click "SUBMIT".
- You must complete and/or correct any errors before your application can be successfully submitted.

Certify and Submit

Review all information entered in the application for accuracy and completeness.

Any changes made must be saved by clicking on "SAVE & CONTINUE" before certifying and submitting.

Check the certification block and complete the name and title of the certifier.

Click on "SUBMIT APPLICATION".

☐ declare, under penalties of perjury, that I am an authorized representative of the above-named applicant, that I have read the [Information and Website Use Notice and Privacy Policy](#), that I have read the instructions and the foregoing certifications, and all matters and things stated in this application, its schedules and attachments, including exhibits, are true and correct.

Certifier's Name

Enter full legal name

Certifier's Title

Enter title

BACK

SUBMIT APPLICATION

Post Application Submission

Public Availability of FCC Form 833 Information/Confidentiality Requests

- FCC Form 833 information will generally be publicly available after Somos releases a public notice with the initial status of all timely submitted applications.
- Any interested party may view all submitted applications by searching for them in the Somos Auction System.
- Information relating to selection of Toll Free numbers and bids will only become publicly available after the close the 833 Auction.
- Any confidentiality request must be sent to auctionhelp@somos.com and 833auction@fcc.gov.

Note: For more information about confidentiality requests, please refer to the Application Instructions.

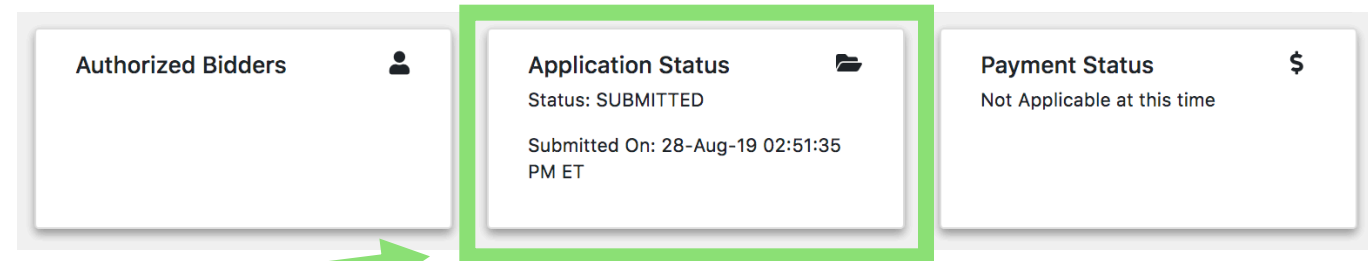
Post Application Submission

- You are strongly encouraged to print or save a copy of the confirmation page for your records.
- Successful submission of an application does not mean that the application is accepted as complete.
- Submission only means that your application is ready for review by the auction administration staff.
- After review of all applications, Somos will announce the applications deemed complete and those deemed incomplete.
- Somos will provide a resubmission filing window in which applicants may make minor changes to their applications.
- In addition, applicants must submit a sufficient upfront payment by 6:00 p.m. ET on November 27, 2019.

Application Status

Your *Auction Account Dashboard* displays any application created or submitted within the initial filing window.

This screen shows the application status and the date and time the application was last submitted.



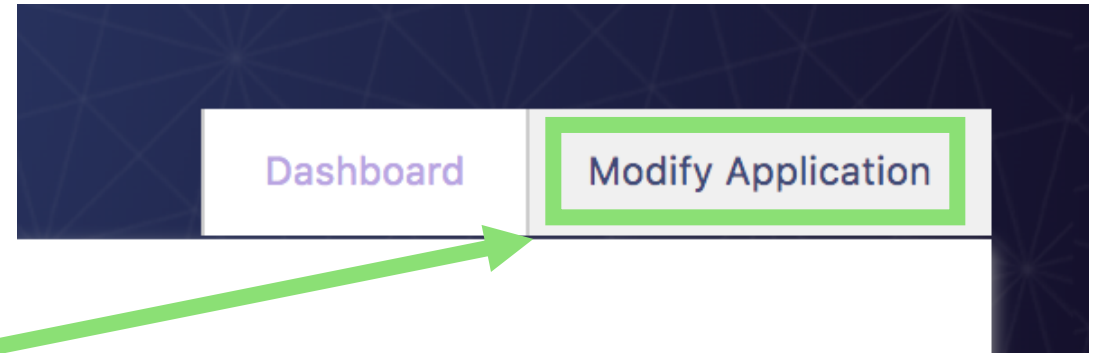
Modifying an Existing Application

- An applicant will be able to view its submitted application, but will not be able to modify information in the Somos Auction System during the following times:
 - Between the closing of the initial filing window and the opening of the application resubmission filing window
 - Between the closing of the resubmission filing window and the release of the Qualified Bidders Public Notice
- During those times, if an applicant needs to make permissible minor changes or changes to maintain the accuracy and completeness of its application, the applicant must submit a letter briefly summarizing the changes to its application via email to: auctionhelp@somos.com.
- Note: For more information on modifying existing applications, refer to the Application Instructions.

Modifying an Existing Application

To review or continue working on an existing FCC Form 833, click on the application.

Once you have made changes to the application, re-submit it by going to the *Certify and Submit* screen and clicking the "SUBMIT APPLICATION" button.



☐ I declare, under penalties of perjury, that I am an authorized representative of the above-named applicant, that I have read the [Information and Website Use Notice and Privacy Policy](#), that I have read the instructions and the foregoing certifications, and all matters and things stated in this application, its schedules and attachments, including exhibits, are true and correct.

Certifier's Name

Enter full legal name

Certifier's Title

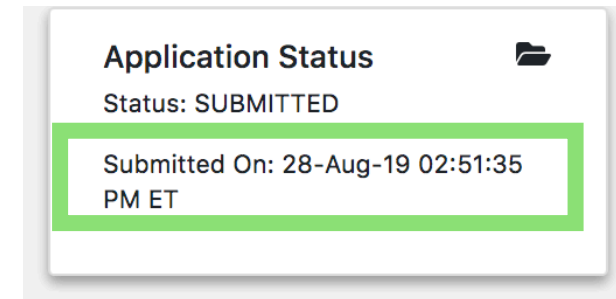
Enter title

BACK

SUBMIT APPLICATION

Modifying an Existing Application

After the revised application has been submitted, a confirmation in your *Auction Account Dashboard* will display the application's file number and new submission time and date.



Deleting an Application

An applicant may delete an application only during the initial filing window.

Click on the "DELETE APPLICATION" icon on the *Auction Account Dashboard* screen.



[Download CSV File of All Available Numbers](#)
[View Submitted Application](#)
[Download Last Submitted TFN Selection File](#)

[Delete Application](#)

Note: The entire FCC Form 833, including all previously submitted data and any uploaded attachments, will be deleted. An application may not be deleted after the application filing deadline of 6:00 p.m. ET on October 18, 2019.

Submitting an Upfront Payment

- In order to be eligible to bid in the 833 Auction, a sufficient upfront payment of \$100 *per Toll Free number bid* must be submitted by November 27, 2019 at 6:00 p.m. ET.
- You may submit an upfront payment that will allow you to bid on fewer Toll Free numbers than you selected on your FCC Form 833, but not more.
- Instructions for submitting the upfront payment are available on the *Payments* tab in your *Auction Account Dashboard*, as well as in the 833 Auction Procedures Public Notice.

Note: For more information on payment, please see the Application Instructions.

Need Additional Help?

Additional Help

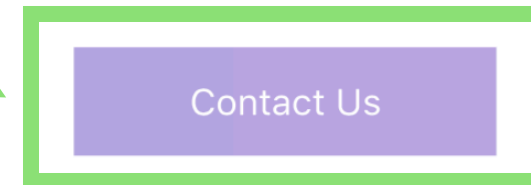
Help with registration is available in different ways through the Somos Auction System.

Click on the "CONTACT US" link located on the registration page in the right hand menu which will provide you with an email and phone number.

Hover your cursor over the box you are filling out to bring up relevant instructions for that field.

Have questions or need support filling out the registration form?

Please contact us if you need support filling out the registration or have specific questions.



Additional Help

Visit <http://auction.somos.com> and navigate to the *Information* page from the top right corner.

From there you can access the FAQs, online tutorials and instructions for the 833 Auction.

The screenshot shows the top navigation bar of the 833 Auction website. It contains four links: "ABOUT THE AUCTION", "BECOME AN APPLICANT", "INFORMATION", and "HELP". The "INFORMATION" link is highlighted with a green border. Below the navigation bar is a horizontal line. On the right side of the page, there is a sidebar menu with the following items: "INFORMATION" (with a green underline), "Sequence of Events", "Become an Applicant", "FAQs" (highlighted with a green border), "Auction Tutorials", and "Auction Instructions".

ABOUT THE AUCTION BECOME AN APPLICANT **INFORMATION** HELP

Frequently Asked Questions

Q: When will the auction take place and when do I need to apply to participate?

The dates will be announced when the FCC issues its Public Notice announcing the procedures for the auction. The Auction Procedures Public Notice will be released after the FCC has received comments and reply comments on its Auction Comment Public Notice. Comments are due June 3 and reply comments due June 10. Look for timing updates on the Sequence of Events tab.

INFORMATION

Sequence of Events

Become an Applicant

FAQs

Auction Tutorials

Auction Instructions

Thank you!

Somos, Inc.

Call or Text

Somos Help Desk

844-439-7666

auctionhelp@somos.com