

**FCC FORM 833
APPLICATION FILING INSTRUCTIONS
(September 11, 2019)**

The FCC Form 833, which consists of a registration and an application portion, is required for any party seeking to participate in the 833 Toll Free Number Auction (“833 Auction”).¹ This document provides instructions on submitting the auction application. Before you can start completing the application, you must have registered and received an Auction ID.²

SUMMARY OF THE APPLICATION PROCESS: Once you have registered and obtained your Auction ID, you will need to complete and submit the remainder of FCC Form 833 in order to participate in the auction. The auction application consists of a series of pages in which you can provide the information required for every auction participant. Before your submission is complete, you will need to certify as to the accuracy of the information provided in the application. After the application deadline, Somos will review the applications and, for any applications deemed incomplete, Somos will provide a resubmission filing window in which applicants may make minor changes to their applications.

APPLICATION FILING DEADLINE: The filing window for both the registration and application portions of FCC Form 833 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. **Applications must be submitted and confirmed prior to 6:00 p.m. ET on October 18, 2019.** Late applications or unconfirmed submissions will not be accepted.

APPLICATION REVISIONS AND SUBMISSION PROCESS

- You may make changes to the application at any time during the initial application filing window.
- 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.
- Information provided in the application will not be considered by Somos or the Commission unless you check the **Certification** box and click on the **SUBMIT APPLICATION** button on the *Certify and Submit* screen. To reduce the risk of technical complications, do not click the **SUBMIT APPLICATION** button more than once while waiting for your FCC Form 833 submission to go through.
- You may delete (withdraw) a previously submitted application at any time before the initial application filing window closes at 6:00 p.m. ET on October 18, 2019. To do so, on your *Auction Account Dashboard* screen, click on the **Delete Application** icon next to the FCC Form 833. All previously entered and submitted data will be deleted. After the filing deadline has passed, you may no longer delete (withdraw) your application and you will be considered an applicant subject to the Commission’s prohibition on certain communications until after the bidding concludes.³

¹ The 833 Auction is an auction of certain Toll Free numbers in the 833 code. For more information see *Auction of Toll Free Numbers in the 833 Code, Notice and Filing Requirements, Upfront Payments, and Other Procedures for the 833 Auction*, Public Notice, FCC 19-75 (Aug. 2, 2019), available at <http://auction.somos.com> (833 Auction Procedures Public Notice).

² For instructions on completing the registration portion of the FCC Form 833, please refer to **FCC Form 833 Registration Filing Instructions**.

³ For more information on the Commission’s prohibition on certain communications, see the 833 Auction Procedures Public Notice at paras. 22-44.

MINIMUM SOFTWARE AND HARDWARE REQUIREMENTS: You must complete and submit an application to participate in the 833 Auction via the Internet using a personal computer or an equivalent device. While you will need a smartphone to download the Google Authenticator app for verification, submitting an application through a smartphone or tablet is not currently supported.

- A web browser must be used to access the Somos Auction System. The following web browsers are compatible with the Somos Auction System: Mozilla Firefox; Google Chrome; Apple Safari; and Microsoft Edge.
- The following software is also required:
 - PDF viewer. Adobe Acrobat Reader 5.0 or higher is recommended (available at no cost at www.adobe.com/).
 - Microsoft Word, Google Docs, or other word processing program that reads and saves in .doc, .docx, and/or .pdf.
 - Microsoft Excel, Apple Numbers, or other spreadsheet program that reads and saves comma separated values (.CSV) files.
- A smartphone able to download and run the Google Authenticator app is required. Google Authenticator is a free app available for download from the Play Store (Android) or Apple App Store (Apple).
- The minimum screen resolution for the Somos Auction System is 1024 x 768.

ACCESSING AN APPLICATION

1. Open a web browser and navigate to the Somos Auction System *Login* screen at <https://secure-auction.somos.com/>. Enter your verified email and password and click the **LOGIN** button. You will then be asked to enter the six digit code from your Google Authenticator App to verify your identity. To do so, open Google Authenticator on your smartphone and enter the six digit code from the Google Authenticator. In the event logging in takes too long, your request can be refreshed. Generally, the number is refreshed every 30 seconds. Once you enter the number, you will be signed into your *Auction Account Dashboard* screen.
2. In your *Auction Account Dashboard* screen, you can continue filling out FCC Form 833 by clicking on the **Continue Application** link or **MODIFY APPLICATION** button. Most of the information from the Registration portion of the application will be pre-populated on your *Applicant Details* screen. You may view or modify an existing application by clicking on the **MODIFY APPLICATION** button.⁴ This will take you to the first application screen. To avoid technical complications, do not click the link more than once while waiting for the application to load.
3. You may access any of the screens via the navigation pane on the right side of the screen titled *Application Menu*. When you click on the relevant section, you will be redirected to that section of the application. At the end of each screen, either click **SAVE & CONTINUE** at the bottom of the screen, click **NEXT** to go to the next screen, or click **BACK** to go to the previous screen. It is highly recommended that when filling out the application, you click on **SAVE & CONTINUE** to ensure that information on your application is not lost. **Clicking NEXT or BACK will not save your information.** Should you exit the Somos Auction

⁴ You will only be permitted to modify the application in the Somos Auction System during the application and registration window as well as during the resubmission filing window. For more information, see “Modifying an Existing Application” below.

System prior to saving, only the information entered before the last time you saved will be saved for you.

COMPLETING AND SUBMITTING AN APPLICATION: You must provide information or responses to questions on a series of screens within the application. Below is a bulleted summary of the different screens and the information that must be submitted on each. Following the summary are more detailed instructions on how to provide the information required on each screen.

- *Applicant Details* screen: 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* screens: disclose parties that have direct and indirect ownership or controlling interests in the applicant.
- *FCC Regulated Entities* screen: disclose FCC regulated entities or applicants for an FCC license.
- *Authorized Bidder* screen: designate at least one (and up to three) authorized bidders and provide their contact information.
- *Bidding on Behalf of Others* screen: list any entity on whose behalf you are bidding (if any).
- *Auction-Agreements* screen: 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* screen: select the Toll Free numbers on which you wish to bid.
- *Additional Exhibits* screen: upload any additional exhibits to be included in your application.
- *Certify and Submit* screen: review and make the required certifications and submit the application.

A. Applicant Information

4. Your applicant type (legal classification), name, and address will be imported from your registration page and prefilled in this portion of the application. You should confirm that information. If changes are needed, contact the Somos Help Desk at 844-439-7666 or email auctionhelp@somos.com.
5. You must provide the name and contact information for a person who is considered legally responsible for the application. If an applicant is an individual, the individual will be deemed to be the responsible party, and the responsible party fields will not be displayed.
6. Click **SAVE & CONTINUE** to save your information and go to the next section.

B. 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, and whether it is common stock, preferred stock, or other, including the specific amount of the interest or percentage held.

- If you have selected General Partnership for applicant type, you must identify each general partner on this screen, regardless of ownership stake and if a partner is not a natural person, then you must include the name and title of a responsible person in an attachment.

- If you have selected Limited Partnership for applicant type, you must identify each general partner on this screen, regardless of ownership stake, as well as any limited partner with an ownership interest of 10 percent or more.
 - If you have selected Consortium for applicant type, you must identify each member of the consortium on this screen.
 - Certain applicant types do not have direct or indirect ownership interests (e.g., Government Entity). In that case, you will skip to the *Real Parties in Interest* screen.
7. 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** and click on **SAVE & CONTINUE**.
 8. Complete the name, address, citizenship (if individual) or jurisdiction of formation (if not an individual), and the amount of ownership.
 9. Select the type of interest: common stock; preferred stock; or other.
 10. Select the voting status: voting; non-voting; or not applicable.
 11. To add an additional holder of direct ownership interest, click on the link + **Additional Holders of Direct Ownership Interests** and add the information for the next owner. Your previous information will be saved.
 12. Once all owners have been added, upload a single attachment describing the direct ownership interest in the applicant. Ensure that all individuals and entities added to the application during this time are represented in the uploaded attachment. Acceptable upload file formats are Adobe PDF (.pdf) and Word (.doc and .docx). Click on **Choose File** and select the appropriate file. Once a file is chosen, click **SAVE & CONTINUE**, and the file will upload automatically.

C. **Indirect Ownership Interests**

In addition to disclosing your direct ownership interests in the applicant, you must disclose certain ownership interests in the direct owners – which are known as indirect ownership interests. Specifically, on the *Indirect Ownership* screen, you must disclose any party holding a 10 percent or greater indirect ownership interest in the applicant.

- To determine any party’s indirect ownership percentage, multiply the ownership percentage of the direct interest holder in the applicant by the percentage of ownership of each indirect owner in the vertical ownership chain. However, 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.
- **Example 1 – Party’s indirect ownership interest in the applicant equals 10 percent or more of the applicant but less than 50 percent of an interest in a link in the ownership chain:** Company B has a 30 percent direct ownership interest in Applicant A. Company C has a 40 percent ownership interest in Company B. To calculate Company C’s indirect ownership share of Applicant A, multiply Company C’s ownership percentage in Company B (40 percent) by Company B’s direct interest in Applicant A (30 percent), which equals a 12 percent indirect interest in Applicant A. Because Company C indirectly owns more than 10 percent of Applicant A, its ownership percentage must be disclosed in the application.
- **Example 2 – Party’s indirect ownership interest in the applicant is less than 10 percent:** Company B has a 30 percent direct ownership interest in Applicant A.

Company C has a 20 percent ownership interest in Company B. To calculate Company C's indirect ownership share of Applicant A, multiply Company C's ownership percentage in Company B (20 percent) by Company B's direct interest in Applicant A (30 percent), which equals 6 percent indirect interest in Applicant A. Because Company C indirectly owns less than 10 percent of Applicant A, its ownership percentage does not need to be disclosed in the application.

- **Example 3 – Party's indirect ownership interest in a link in the ownership chain exceeds 50 percent:** Company B has a 30 percent direct ownership interest in Applicant A. Company C has a 60 percent ownership interest in Company B. Because Company C owns more than 50 percent of Company B, it is treated as having 100 percent ownership interest in Company B and should be reported as such. To calculate Company C's indirect ownership share of Applicant A, multiply Company C's indirect ownership percentage in Company B (100 percent) by Company B's direct interest in Applicant A (30 percent), which equals a 30 percent indirect interest in Applicant A.
 - 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.
13. If there are one or more indirect ownership interest(s) in the applicant, you must disclose the name or names of those entities or individuals on the *Indirect Ownership* screen. If there are no such indirect owners, choose **None** and click on **SAVE & CONTINUE**.
 14. Choose whether the indirect owner is an individual or an entity. Enter the entity or individual's name.
 15. To add an additional holder of indirect ownership interest, click on the link + **Additional Holders of Indirect Ownership Interests** and add the information for the next owner. Your previous information will be saved.
 16. You must include a single attachment describing the relationship between the indirect ownership interest holder(s) and the applicant. Acceptable upload file formats Adobe PDF (.pdf), and Word (.doc and .docx). Click on **Choose File** and select the appropriate file. Once a file is chosen, click **SAVE & CONTINUE**, and the file will upload automatically.
 17. The attachment should provide an overview of the ownership chain that links the indirect owner(s) to the applicant. For example, indirect owners X and Z own 50 percent of holding company Y, and holding company Y owns 100 percent of the applicant. You should provide only one attachment connecting all indirect owners to the applicant. The information in the attachment should be consistent with the information already provided in the data fields of the application.

D. Additional Real Parties in Interest

You must disclose any real party in interest in the applicant or application that is otherwise not previously disclosed in the *Applicant Details*, *Direct Ownership* or *Indirect Ownership* screens.⁵ This section provides an opportunity to list individuals or entities who are not otherwise captured in the application, such as non-owners with the ability or potential to control an organization. For example, corporate applicants should list officers and the board of directors of the company here if not previously disclosed.

⁵ A real party in interest is based on the particular facts and circumstances of each applicant. In the context of Commission applications for stations, the Commission has defined "real party in interest" as a party who has an ownership interest in the applicant or will be in a position, actually, or potentially, to control the operation of the station.

18. If you have one or more real parties in interest to add, you must disclose the name of those entities or individuals in the real parties in interest section. If there are no such entities or individuals, choose **No Additional Real Parties in Interest**, click **SAVE & CONTINUE**, and go to the next section.
19. Choose whether the real party in interest is an individual or an entity. Enter the entity or individual's name and address, and in the Description field, describe the identity and relationship of the person or entity to the applicant. If you need to provide additional information on the real party in interest, you can upload an attachment on the *Additional Exhibits* screen (see below).
20. To add additional real parties in interest, click on the link + **Additional Real Parties in Interest** and add the information for the next entity or an individual. Your previous information will be saved.
21. Once you have entered every real party in interest, click **SAVE & CONTINUE**, and go to the next section.

E. FCC Regulated Entities or Applicants for Licenses

You must disclose any FCC regulated entity or applicant for an FCC license in which the applicant, any direct interest holder, or a real party in interest, holds a 10 percent or more interest. You do not need to disclose FCC regulated entities or applicants for an FCC license in which indirect interest holders hold a 10 percent or more interest.

22. You must answer **Yes** or **No** as to whether any party previously disclosed in the application (including the applicant) holds a 10 percent or more interest in an FCC regulated entity or applicant for FCC license.
23. If **No**, click **SAVE & CONTINUE** to save your information and go to the next section. Click **BACK** or **NEXT** to navigate to the previous or next section without saving.
24. If **Yes**, for each entity, enter the entity's name, the entity's principle business, and the entity's FCC Registration Number (FRN) if available.
25. To add additional parties, click on the link + **Additional Parties** and add the information for the next entity with an interest of 10 percent or more in an FCC regulated business or applicant for FCC license. Your previous information will be saved.
26. You must include a single attachment describing the relationship between the applicant and each FCC regulated entity or applicant for license disclosed in the application. Acceptable upload file formats are Adobe PDF (.pdf) and Word (.doc and .docx). Click on **Choose File** and select the appropriate file. Once a file is chosen, click **SAVE & CONTINUE**, and the file(s) will upload automatically.

F. Authorized Bidders

You must provide the name, email address, and mobile telephone number for each individual authorized to place bids for the applicant in the auction. You must identify at least one authorized bidder for the applicant, and no more than three. Applicants are encouraged to identify more than one authorized bidder to account for unforeseen circumstances that may result in an authorized bidder being unable to participate in the auction.

Note: An individual may not serve as an authorized bidder for more than one 833 Auction applicant. In addition, any individual possessing information about the bids or bidding strategy of one 833 Auction applicant (such as, 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.

27. The contact person can designate themselves as an authorized bidder by checking the box that states, **I would like to designate the Contact Person as an authorized bidder**. 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
28. After completing the necessary information for one authorized bidder, you can click the link + **Additional Authorized Bidders** to save the authorized bidder information you have entered and add another authorized bidder. While an applicant may change its authorized bidders later by modifying their application (see directions below), only those authorized bidders listed on its application will be able to place bids for the applicant during the auction.
29. Once you have entered every authorized bidder, click **SAVE & CONTINUE** to save your information and go to the next section.

Additional Information for Authorized Bidders. Authorized bidders will be able to read, but not edit, the application in the Somos Auction System. They will be able to participate in the 833 Mock Auction and the 833 Auction by uploading bid information. Moreover, once an applicant is determined to be a qualified bidder, Somos will send emails to each authorized bidder to verify their email address. In addition to verifying their email, each authorized bidder will need to create a unique password and will be required to use Multi-Factor Authentication, consistent with the Registration Instructions.

G. Bidding on Behalf of Others

A potential subscriber can participate in the 833 Auction through a Responsible Organization (RespOrg). In this case, a potential subscriber will not be required to complete the FCC Form 833 for itself; rather, the RespOrg will act as the applicant on its behalf. Thus, the RespOrg 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. Thus, an applicant should ensure that any party for which it is bidding is not participating with any other 833 Auction applicant.

30. If you are not bidding on behalf of another individual or entity, select **None** and click **SAVE & CONTINUE**.
31. If you are bidding on behalf of another individual or entity, choose either **Individual** or **Entity** as appropriate. You will be required to provide the individual's or entity's name, address, email, and phone number. In addition, you will be required to upload a Letter of Authorization (LOA) granting you the authority to bid on behalf that individual or entity for each such individual or entity. Acceptable upload file formats are Adobe PDF (.pdf) and Word (.doc and .docx). Click on **Choose File** and select the appropriate file. Once a file is chosen, click **SAVE & CONTINUE**, and the file(s) will upload automatically.
32. The LOA must contain the following information about the individual or entity on whose behalf you are bidding: name, address, email, and phone number; the 833 number(s) on which you are authorized to bid on its behalf; a statement granting you the right to bid on the individual or entity's behalf; the name of the person authorized to sign the LOA; the authorized person's signature; and the date of the authorization. The date should be within 90 days of the day your application is filed. The LOA (including the 833 numbers you are authorized to bid upon) will not be made public until after the auction closes, but the name of the parties on whose behalf you are bidding will be made public after Somos completes its

initial review of applications and publishes its Status Public Notice, which announces what applications are deemed complete and those deemed incomplete.

33. The information provided in the *Bidding on Behalf of Others* screen (including the attached LOAs) must match information provided in the *Toll Free Number Selection* screen (where you will select the Toll Free number(s) on which you may wish to bid and the party (or parties) on whose behalf you are bidding).
34. To add additional parties on whose behalf you are bidding, click on the link that states + **Additional Parties** and add the information for the next party. Your previous information will be saved.
35. Once you have entered every entity on whose behalf you are bidding, click **SAVE & CONTINUE** to save your information and go to the next section.

H. Auction-Related Agreements

You must provide information regarding the applicant's auction-related agreements subject to disclosure under the Commission's rules. Specifically, you must disclose the name and parties to any partnerships, joint ventures, consortia, or other agreements, arrangements, or understandings of any kind relating to the 833 Toll Free numbers being auctioned, including any agreements that address or communicate directly or indirectly bids (including specific prices), bidding strategies (including the specific 833 Toll Free numbers on which to bid or not to bid), or the post-auction market structure, to which the applicant, or any party that controls or is controlled by the applicant, is a party.

36. You must indicate by responding **Yes** or **No**, whether the applicant has entered into any auction-related agreements. If you select **No** and then click **SAVE & CONTINUE**, you will be directed to the *Select Toll Free Numbers* screen, described below.
37. If you select **Yes** you must provide an identifying name for the agreement. The agreement identifier can be a brief description of the agreement or a simple reference name; however, each agreement identifier must be unique. **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.**
38. You must also identify the party (or parties), other than the applicant, to each agreement disclosed in the application. If there is more than one other party to that agreement, you can click on the + **Additional Parties to this Agreement** button. Your previous information will be saved.
39. You must submit an attachment that briefly describes the agreement. Acceptable upload file formats are Adobe PDF (.pdf) and Word (.doc and .docx). Click on **Choose File** and select the appropriate file. Once a file is chosen, click **SAVE & CONTINUE**, and the file will upload automatically. The attachment will become publicly available after Somos completes its initial review of applications and announces what applications are deemed complete and those deemed incomplete. **Therefore, when identifying the parties to any agreement, and providing a brief description of such, applicants should take care to avoid providing any details that would indicate specific Toll Free numbers.**
40. If you have additional agreements, click on the link + **Additional Auction-Related Agreements**. Your previous information will be saved. Repeat the process until all your auction-related agreements are uploaded.

I. 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. For each number you select, you must identify the party (either yourself or another party) for which you are bidding.

- You must select the Toll Free numbers and identify the parties in a bid file that is presented in the comma separated values (.csv) format. You will use one bid file to list all the numbers and parties on whose behalf you are bidding. This bid file will be returned to you for the bidding stage of this auction.⁶
 - 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.
 - Moreover, the amount of your upfront payment (submitted after the application) will determine how many 833 numbers on which you can bid. For more information, see below in the “Submitting an Upfront Payment” section.
 - Your Toll Free number selection will not become publicly available until after the auction concludes.
41. You can either download a spreadsheet containing all 17,638 Toll Free numbers available in the 833 Auction by clicking on the **Download Bid File of All Available Numbers** button, or you can download an empty spreadsheet template by clicking on the **Download Empty Bid File for Bidding on Toll Free Numbers** button. You may not edit the columns in the bid file.
 42. You must edit one of these spreadsheets to include all Toll Free number(s) you may wish to bid on during the bidding process. The preferred format for Toll Free numbers in this auction is 833NXXXXXX, where N is a number from 2 to 9 and X is a number from 0 to 9. Other acceptable formats are (833)NXX-XXXX, 833.NXX.XXXX and 833-NXX-XXXX. You cannot select Toll Free numbers that are not included in the Bid File of All Available Numbers. Moreover, there must not be duplicate Toll Free numbers in your bid file.
 43. 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” in that row. Repeat this for all numbers which you selected.
 44. Save your bid file in the comma separated values (.csv) format. To upload the bid file, click on **Choose File** and choose a document to upload. Click **SAVE & CONTINUE** button to upload the file. If you have one or more errors in your bid file, the Somos Auction System will provide you an error message(s). The error message will specify the problem, including the particular row in the bid file. If there are more than ten entries with errors in your bid file, the Somos Auction System will note the types of errors, and will send the application’s contact person an email with a complete list of lines that have errors. You must fix the errors and repeat the process until you get no errors.
 45. Once you have successfully uploaded your bid file, click **SAVE & CONTINUE** to save your information and go to the next section.

J. Additional Exhibits

On this screen, 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 in the *Additional Exhibits* section, in addition to following the instructions below.

⁶ For more information, please refer to the **Bidding Instructions for the 833 Auction**.

46. You can upload any additional exhibit to your application. Acceptable upload file formats are Adobe PDF (.pdf) and Word (.doc and .docx). Click on **Choose File** and select the appropriate file.
47. If you have additional exhibits to upload, click on + **Additional Exhibits** link. Your previously entered information will be saved. Repeat the process until all your additional exhibits are uploaded.
48. Once you have uploaded any additional exhibits or if you have no additional exhibits, click **SAVE & CONTINUE** to save your information and go to the next section.

K. Certify and Submit

The *Certify and Submit* screen lists certifications which all 833 Auction applicants must make in order to submit their applications. The *Certify and Submit* screen also requires that the applicant's certifying official be identified by name and title.

- An FCC Form 833 must be certified by a person with the authority to bind the applicant. If changes are made to any of the information in the application after the application filing deadline, the person that originally certified the FCC Form 833 will have to certify the changes as well. The person certifying the FCC Form 833 cannot be changed after the application filing deadline.
 - Applicants are reminded that submission of an FCC Form 833 constitutes a representation by the person certifying that he or she is an authorized representative of the applicant with the authority to bind the applicant and has read the form's instructions and certifications. Submission of an FCC Form 833 also constitutes a representation by the person certifying that the contents of the application, its certifications, and any attachments are true, complete, and correct. Submission of a false certification may result in penalties, including monetary forfeitures, license forfeitures, ineligibility to participate in future auctions, and/or criminal prosecution.
 - **ONCE YOU SUBMIT YOUR FCC FORM 833, INFORMATION WILL BECOME PUBLICLY AVAILABLE AFTER THE APPLICATION DEADLINE.** To review what information will become public and when, please see below.
49. You must carefully read the certifications. If they are true, you should click on the certification box and enter the name and title of the certifier.
 50. At this point, you can still review any information you entered in the application by navigating to each section in the Application Menu and reviewing it for accuracy and completeness. Any changes must be saved by clicking on **SAVE & CONTINUE**.
 51. Once you determine the information in the application is correct, and once you have checked the certification box and completed the name and title of the certifier, you may submit your application by clicking on the **SUBMIT APPLICATION** button.
 52. If some required information is missing or if some information conflicts with another application that has already been filed (for example, both applications list the same person as an authorized bidder), after you click submit, you will get an error message(s) detailing the missing or conflicting information. This information must be completed and/or corrected before your application can be successfully submitted.

L. Public Availability of FCC Form 833 Information / Confidentiality Requests

- All information that is required to be submitted as part of an application to participate in the 833 Auction (FCC Form 833) is necessary to determine each applicant's qualifications to participate in the auction. FCC Form 833 information will generally be publicly available after Somos releases a Public Notice with the initial status of all timely submitted applications. However, information relating to selection of Toll Free numbers and bids will only become publicly available after the close the 833 Auction. **Accordingly, an applicant should take care not to include any unnecessary sensitive information, such as Taxpayer Identification Numbers or Social Security Numbers, in its application.**
- An applicant may request that information submitted in its application not be made routinely available for public inspection following the procedures set forth in Section 0.459 of the Commission's rules.⁷ Such a request must, among other things, identify the specific information for which confidential treatment is sought. The request must be submitted to both the Commission and Somos by email and as an uploaded attachment to the application, as elaborated below.
 - Any confidentiality request should be sent to auctionhelp@somos.com and 833auction@fcc.gov. The email must include a subject line referring to the 833 Auction, confidential treatment of information, and the name of the applicant. For example, "Re: Confidential Treatment for 833 Auction Application of XYZ Corp." Any attachments to the email must be formatted as Adobe PDF (.pdf) or Word (.doc and .docx) documents.
 - Any confidentiality request must also be uploaded to your application at the *Additional Exhibits* screen.
 - Applicants are cautioned that because the required information submitted in FCC Form 833 bears on each applicant's qualifications, requests for confidential treatment will not be routinely granted. The Commission has held generally that it may publicly release confidential business information where the party has put that information at issue in a Commission proceeding or where the Commission has identified a compelling public interest in disclosing the information.⁸

INFORMATION AFTER SUBMITTING AN APPLICATION: After your application has been successfully submitted, your *Auction Account Dashboard* screen will display the application's file number and submission time and date. 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 the deadline.

⁷ 47 CFR § 0.459.

⁸ See *Examination of Current Policy Concerning Treatment of Confidential Information Submitted to the Commission*, Report and Order, 13 FCC Rcd 24816, 24822-23, para. 8 (1998).

DELETING (WITHDRAWING) OR MODIFYING AN APPLICATION

A. Deleting an Application

- An applicant may delete its application only during the initial filing window. To delete a submitted application before the filing deadline, click on the **Delete Application** icon on the *Auction Account Dashboard* screen. The entire FCC Form 833, including all previously submitted data and any uploaded attachments, will be deleted. **An application may not be deleted or withdrawn after the application filing deadline of 6:00 p.m. ET on October 18, 2019.**
- Each applicant that submits an application to participate in 833 Auction becomes subject to the Commission's prohibition on certain communications as of the application filing deadline. The prohibition applies to applicants in the 833 Auction until the post-auction payment deadline, regardless of whether an applicant's FCC Form 833 has been deemed to be complete, the applicant becomes a qualified bidder, places a bid, or is no longer bidding in the auction.

B. Modifying an Existing Application

- The *Auction Account Dashboard* screen 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. It may be used as a reference to confirm the date and time of the most recent submission of an application.
- To review or continue working on an existing FCC Form 833, click on the **MODIFY APPLICATION** button. Once you have made changes to the application, you must re-certify and re-submit it by going to the *Certify Auction Application* screen and clicking the **SUBMIT APPLICATION** button. 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. An applicant is strongly encouraged to print or save a copy of the confirmation page for its records. You may download copies of a submitted application by clicking on the **Download** link under the file.
- After the initial application filing deadline, an applicant will be permitted to make only minor changes to its application(s). Examples of minor changes include the deletion or addition of authorized bidders (to a maximum of three), and the revision of addresses and telephone numbers of the applicant, its responsible party, and its contact person. Major modification to an FCC Form 833 (e.g., change of Toll Free numbers selected and certain changes in ownership that would constitute an assignment or transfer of control of the applicant) will not be permitted after the initial application filing deadline.
- An applicant's ability to modify its FCC Form 833 directly in the Somos Auction System will be limited between the closing of the initial filing window and the opening of the application resubmission filing window, and again between the closing of the resubmission filing window and the release of the Public Notice announcing the qualified bidders for the auction.
 - During these periods, an applicant will be able to view its submitted application, but will not be able to modify information in the Somos Auction System.

- If during these periods, an applicant needs to make permissible minor changes to its application, 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. The email summarizing the changes must include a subject line referring to the 833 Auction, the name of the applicant, and the applicant's Auction ID. For example, "Re: Changes to 833 Auction Application of XYZ Corp., Auction ID 12345678." Any attachments to the email must be formatted as Adobe PDF (.pdf) or Word (.doc and .docx) documents.
- An applicant that submits its changes in this manner must subsequently modify, certify, and submit its application electronically in the Somos Auction System once it is again open and available to the applicant.

SUBMITTING AN UPFRONT PAYMENT: In order to be eligible to bid in the 833 Auction, a sufficient upfront payment must be submitted by **November 27, 2019 at 6:00 p.m. ET**. 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*.

- The Commission has determined that the upfront payment is \$100 *per Toll Free number bid*. For example, an upfront payment of \$500 will allow you to place a bid on up to five Toll Free numbers, whereas an upfront payment of \$1,200 will allow you to place a bid on up to twelve Toll Free numbers.
- You are only eligible to bid on Toll Free numbers that you have included in this application. You do not need to place a bid on every number listed in your application. For example, if you uploaded a list of 500 Toll Free numbers in your application, but you submit an upfront payment of \$1,200, you will be eligible to bid on only 12 numbers from that list of 500 in your application. Bidding on a number that is not listed in your application will result in your bid not being accepted. Please see **Bidding Instructions for the 833 Auction** for more information.
- Should the total of your upfront payment exceed the total payment due from your winning bids minus any default payments due, Somos will refund the difference. Should the total of your upfront payment be less than the total payment due from your winning bids plus any default payments due, you will be required to pay the difference at the end of the auction. Please see **Bidding Instructions for the 833 Auction** for more information.

MISCELLANEOUS

A. Public Access to FCC Form 833 Applications

- After the deadline for filing applications to participate in the 833 Auction, Somos will process all timely submitted applications and subsequently issue a Public Notice identifying those applications that are complete and incomplete. Following the release of that Public Notice for the 833 Auction, any interested party may view all submitted applications (except for any information that is subject to the limited information disclosure procedures adopted by the Commission for the 833 Auction) by searching for them in the Somos Auction System.
- To start a search, go to <http://auction.somos.com> and click the Auction Application Search link.

B. Additional Help

Help with registration is available in several ways through the Somos Auction System:

- 1) Click on the **Contact Us** link located on the registration page in the right hand menu column, which will provide an email and phone number for obtaining auction help;
- 2) Hover your cursor over the box you are filling out to bring up the relevant instructions for that box; and
- 3) Refer to the Frequently Asked Questions (FAQ) available at <http://auction.somos.com>.

If you need further information or guidance beyond what is provided by these resources, use the contact information provided at the end of these instructions. You may also access online procedures tutorials for the 833 Auction, including a tutorial on registration under the “Information” tab at <http://auction.somos.com/>. These tutorials will help familiarize prospective applicants with accessing and navigating the Somos Auction System.

C. Contact Information

For further information concerning the 833 Auction, please contact the Somos Help Desk at 844-439-7666 or email auctionhelp@somos.com.