

**FCC FORM 833
REGISTRATION 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 explains how you can register. After you register and receive an Auction ID, you will be able to submit an auction application.²

SUMMARY OF REGISTRATION PROCESS: To register for an Auction ID, you must first provide information on the registration page. The information provided will be verified by a third party. Verification can take up to 24 hours from the time of registration.³ Once the information entered on the registration page is verified, you must then verify your email address and install a multi-factor authentication app for additional protection of your information. Successful completion of the registration will furnish you with an Auction ID. The Auction ID will be used throughout this auction process. Once an Auction ID is issued, you will be directed to your *Auction Account Dashboard*. **Registering for an Auction ID is a first step in applying to participate in the 833 Auction, and by itself does not guarantee auction participation.**

REGISTRATION 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. Registration (and auction applications) must be submitted and confirmed prior to 6:00 p.m. ET on October 18, 2019. **It is strongly encouraged that you register early, in case you cannot be verified and need to obtain the services of a RespOrg in order to bid in this auction.**

MINIMUM DEVICE REQUIREMENTS: You must register via the Internet using a personal computer or equivalent device. While you will need a smartphone to download a Google Authenticator app for verification, registration through a smart phone or tablet is not currently supported.⁴

STEP ONE – REGISTRATION PAGE: To start the registration process, open a web browser and navigate to <https://auction.somos.com/>. In the top banner, click on the “Participate in the Auction” button. This will open the login page. Click on the “New User - Registration” box to open the registration page. The registration page has only one section to complete and requires the information listed below.

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>. The FCC Form 833 is subject to approval by the Office of Management and Budget (OMB) in accordance with the Paperwork Reduction Act of 1995 (PRA). The Commission is currently seeking PRA approval for the information collection requirements for the FCC Form 833. See 84 FR 38629 (Aug. 9, 2019).

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

³ If your information cannot be verified, you have the option to participate in this auction using a Responsible Organization (RespOrg). For a list of RespOrgs providing auction-related services, please click [here](#) or go to www.somos.com, click on “Find a Toll-Free Number” and click on “Find a Toll-Free Service Provider.” Check the “Auction Services Providers” box on the left, and a list of providers will appear to the right.

⁴ If you are unable to register due to a disability or due to not meeting the minimum software and hardware requirements, please contact the Somos Help Desk at 844-439-7666, or email auctionhelp@somos.com.

A. Legal Classification

1. You must indicate the prospective applicant’s legal classification on the *Applicant Type* pull-down menu before continuing to fill in additional information. The selected applicant type will determine what information you need to complete the application.⁵ For example, a prospective applicant registering as an “Individual” will enter different information than if registering as a “Corporation”.
2. If you select “Consortium” as the prospective applicant’s legal classification, during the application stage, you will need to upload an attachment identifying each member of the consortium.

B. Name and Address

3. On the registration screen, you will be required to complete the entity name and address. The name entered will be used as the bidder name for the auction process. You must also provide a street address for the prospective applicant. A P.O. Box may not be used.

C. Website URL

4. You can enter your entity’s website address (URL) here. This is optional.

D. Contact

5. You must designate a contact in order to complete the registration. The contact is the person who will communicate with Somos (or the FCC) regarding the prospective applicant’s FCC Form 833.
6. You must provide the contact’s title. For individual applicants, it can be “self”.
7. You must provide a valid email address. A verification email will be sent to the email address provided during registration. You must then enter a code contained in that email to verify that the email provided is valid. Registration cannot be completed without the email verification.
8. You must provide a valid mobile telephone number for the contact. A valid mobile phone number and smartphone is necessary for use of the multi-factor authentication (MFA) process. See MFA process below.

E. RespOrgs

9. If the entity registering is currently a RespOrg using the SMS/800 Toll Free Number Registry, you should check the “yes” box.

F. Employer Identification Number

10. If the entity registering has an Employer Identification Number (EIN), you must enter that number in the EIN field. EINs disclosed during registration will not be made publicly available.
11. If an individual is registering and does not have an EIN, you will not be asked to complete the field. **An individual should not enter its Social Security Number (SSN) or Taxpayer Identification Number (TIN) anywhere on the registration page.**
12. If an entity is not an individual but does not have an EIN, it should enter 99-9999999 in that field. It may be asked later to explain why it does not have an EIN.

⁵ You should choose the applicant type that is most accurate. For example, an association that is incorporated may choose “corporation” or “limited liability company,” if that is appropriate. There is also a category for “other” for those entities that do not come under one entity type in the pull down menu.

G. Password

13. You must create and confirm a password consisting of at least eight (8) characters and must contain an upper case letter, a lower case letter, a number, and a special character: (^ \$ * . [] { } () ? - " ! @ # % & / \ , > < ' : | _ ~ or `). This is the password you will need to sign in to complete FCC Form 833.

H. Certify and Submit

14. The certification is required by all prospective applicants. In addition, the prospective applicant must check a box to ensure that the registration is not being completed by bots. Submission of a registration 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 a registration also constitutes a representation by the person certifying that the contents of the registration 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.

STEP TWO – VERIFICATION AND AUTHENTICATION PROCESS: Once you submit your registration, certain information provided on the registration page must be verified, and you must install a multi-factor authentication app on your smartphone.

A. Identity Verification.

15. Once you submit your registration, Somos will use a third party data service to verify the identity of the entity trying to register. If the third party service is unable to verify the identity of the entity, Somos will conduct a manual verification process. This process may take up to 24 hours and may require Somos to reach out to the prospective applicant to obtain additional information.

B. Email Verification

16. After Somos verifies your identity, you will be sent an email to the email address provided during registration. You must verify that the email address you submitted is working and can receive emails from Somos. To verify the email address, you will need to enter a code contained in that email. If you do not receive an email from the Somos Auction System with this code, you should check your spam filter. If it is not there, you can request an additional email to be sent. Please check that the email address you provide during registration is correct. **Somos will utilize email communications during the course of the auction. Please ensure that this email address is active and checked regularly.**

C. Multi-Factor Authentication (MFA)

17. The MFA process adds another layer of protection to make sure no one else can access your Somos Auction account. The MFA process requires Google Authenticator, which is a free app available for download on your smartphone from the Play Store (Android) or Apple App Store (Apple). It uses a new, time-based password to authenticate a user each login, similar to using an RSA token.
18. You will use the app to set up the MFA password required to complete the registration process.
 - Once downloaded, you will be asked to enter your email and password, as entered on the registration page. Google Authenticator will then generate a QR Code on the screen as well as a unique alphanumeric string, in case the user cannot scan the QR Code.
 - Open Google Authenticator on your smartphone. Click the "+" button. Either scan the QR Code or enter the alphanumeric string. Once this is done, the Google Authenticator App will generate a six digit code on your smartphone. You will be asked by the Somos Auction

System to enter that six digit code to verify your identity. In the event it takes too long, your request can be refreshed. Generally, the code is refreshed every 30 seconds. Once you enter the code, you will be signed into your Somos Auction account.

- You will need a new code from the Google Authenticator app every time you sign into your Somos Auction Account. This helps protect your account from being compromised by third parties.
- You can return to your Somos Auction Account by going to <https://secure-auction.somos.com> and entering your email, password and current Google Authenticator code.

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) There is also an FAQ section 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.

For instructions on completing FCC Form 833, please refer to **Application Filing Instructions for 833 Toll Free Auction (FCC Form 833)**.

CONTACT INFORMATION

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