

833 TOLL FREE NUMBER AUCTION

Registration Tutorial

Somos, Inc.

Welcome to the 833 Auction Registration 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/> .

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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

Registration Process

Registration Process Overview

- The first step in applying to participate in the 833 Auction is registration.
- You must fill out all required information on the registration page. This information will then be verified by a third party.
- You will download and complete a Multi-Factor Authentication (MFA) process for additional protection of your information.
- Successful completion and verification of registration will generate your Auction ID.
- Once you've been issued the Auction ID and have completed the MFA process, you will be directed to your *Auction Account Dashboard* where you can start your application.

Registration Process Overview and Verification

- If your registration information cannot be verified, you have the option to participate in this auction through a Responsible Organization (Resp Org).
- For a list of Resp Orgs providing auction-related services, please click [here](#) and check the "Toll-Free Auction Services" box to filter.

The screenshot shows a web interface for finding toll-free service providers. At the top, there are two buttons: 'Find a Toll-Free Number >' and 'Find a Toll-Free Service Provider'. Below these, a text block states: 'Reserve your Toll-Free Number(s) through one of our certified Toll-Free Service Providers. Looking for a provider that offers a more specific service? Access the "Popular Service Offering" filter for a list of self-identified providers.'

Below the text, there are two main sections for filtering:

- BY POPULAR SERVICE OFFERING**: This section contains a list of checkboxes for different services:
 - ☐ Call Analytics & Tracking
 - ☐ Call Monitoring
 - ☐ Call Routing
 - ☐ Texting to Toll-Free
 - ☒ Toll-Free Auction Services (highlighted with a green box and a green arrow)
 - ☐ Vanity Numbers
- BY PROVIDER NAME**: This section contains a search bar labeled 'Service Provider' with a magnifying glass icon and a 'RESET FILTERS' button.

On the right side of the interface, there are two filter options: 'ALPHABETICAL' and 'LIMIT MY SEARCH TO SOMOS CERTIFIED PROVIDERS'. Below these, the text 'THE Telco >' is visible.

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.

Note: It is strongly encouraged that you register early, in case you cannot be verified and need to obtain services of a Resp Org in order to bid in this auction.

Minimum Device Requirements

- Register via the Internet using a personal computer or equivalent device.
- Registration through a smart phone or tablet is not currently supported.
- A smartphone is required to download a Google Authenticator app for verification.
- If you are unable to register due to a disability or due to not meeting the minimum software and hardware requirements, please contact the Help Desk at 844-439-7666 or email auctionhelp@somos.com.

Completing Your Registration

Registration Page

Open a web browser and navigate to <https://auction.somos.com/>

Click the "PARTICIPATE IN THE AUCTION" button in the top banner to open the registration page.

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ABOUT THE AUCTION

PARTICIPATE IN THE AUCTION

INFORMATION

HELP

WELCOME TO THE 833 TOLL FREE NUMBER AUCTION

Welcome to the site for the first ever auction of toll free numbers. The Federal Communications Commission (FCC) authorized this auction for more than 17,000 toll free numbers in the 833 code as an experiment to analyze the most efficient way to use competitive bidding to assign toll free numbers.

On this page you will find the list of toll free numbers up for bid, information on the timing of the auction, information on requirements for applicants, information on the public interest set aside process, links to the FCC documents about this auction, tutorials on the auction (coming soon) and a link to apply to become a potential bidder (coming soon).

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Registration Page

Click the "NEW USER – REGISTRATION" button to begin your registration.

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ABOUT THE AUCTION TUTORIALS INFORMATION CONTACT US

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

reCAPTCHA
Privacy - Terms

Login

New User - Registration



Registration Page

Fill out all required information on the one page registration form.



REGISTRATION FOR 833 TOLL FREE AUCTION

All entities that wish to participate in the toll free auction must first register using the form below. Once registered, you will receive an Auction ID and may proceed to submitting an auction application.

FCC Form 833
[OMB Control Number 3060-XXXX](#)

Please Fill Out The Information Below

All registrations are subject to verification of the information submitted. If the information cannot be verified, you cannot register. Entities that cannot register can participate in this auction using a Resp Org. For a list of Resp Orgs providing auction services, please see [RespOrg Information](#).

Applicant Type

Applicant Name

Address

Country

City **State or Province** **Zip Code**

Website URL

Contact First Name **M.I.** **Contact Last Name**

Contact Title

Contact Email

Contact Mobile Number

Are you a Resp Org: ☐ Yes ☒ No
EIN (9 digit number)

Password

Confirm Password

☐ I certify that the information I am providing is true and correct, that I have read the [information and Website Use Notice and Privacy Policy](#), and that I understand how the information I am providing will be used in this auction.

☐ I'm not a robot reCAPTCHA Press to verify

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.

[Contact Us](#)

What's going to happen to the information you submit on this form?

As part of the auction process, most of the information you provide us will be publicly released. Read more about what we will do with your information.

[Information and Website Use Notice and Privacy Policy](#)

Legal Classification

Select the prospective applicant's legal classification from the "APPLICANT TYPE" pulldown menu.

This applicant type will determine what information will be needed to complete the application

Note: If you select "Consortium" you will be required to submit an attachment identifying each member of the consortium at the application stage.

A screenshot of a web application's 'Applicant Type' pulldown menu. The menu is open, showing a list of options. The first option, 'Corporation', is highlighted in blue and has a checkmark to its left. The other options are listed below it: '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

Name

Enter the entity's name.



The name entered will be used as the bidder name for the auction process.

Applicant Name

Enter your full legal name

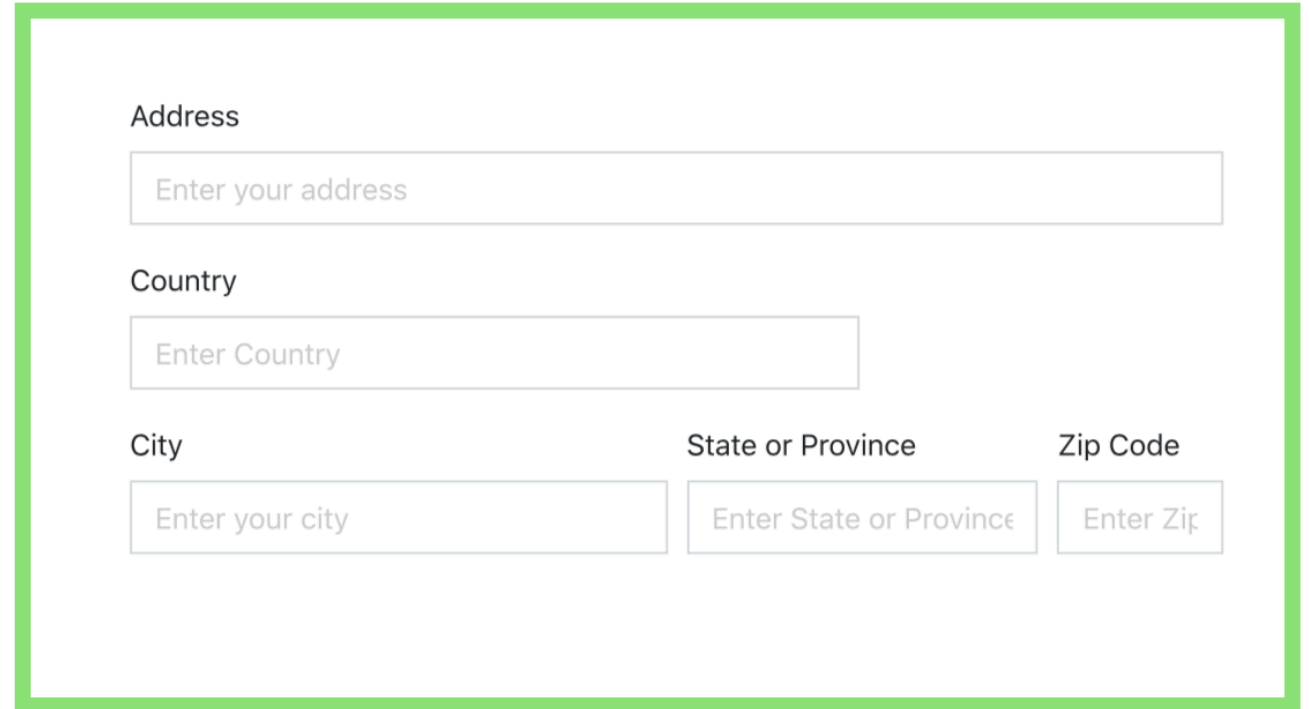


Address

Enter the entity's address.



A street address for the applicant must be provided; however, a P.O. Box may not be used.

A form with a green border containing fields for Address, Country, City, State or Province, and Zip Code. Each field has a placeholder text indicating what to enter.

Address		
<input type="text" value="Enter your address"/>		
Country		
<input type="text" value="Enter Country"/>		
City	State or Province	Zip Code
<input type="text" value="Enter your city"/>	<input type="text" value="Enter State or Province"/>	<input type="text" value="Enter Zip"/>

Website URL

Enter your entity's website address (URL) here.



Website URL

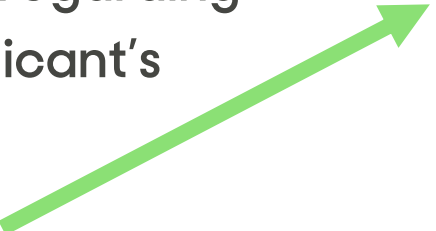
Note: This field is optional.

Contact


A contact must be designated for communication with the auctioneer (Somos) regarding the prospective applicant's FCC Form 833.

Enter a name here.

Provide the contact's title. For individual applications, "Self" can be used.



Contact First Name	M.I.	Contact Last Name
<input type="text" value="First Name"/>	<input type="text"/>	<input type="text" value="Last Name"/>



Contact Title
<input type="text" value="Enter title of primary contact"/>


Contact

Provide a valid email address.

A verification email will be sent to the email address provided.

You must enter a code contained in that email to verify that the email provided is valid.

Note: Registration cannot be completed without the email verification.



Contact Email

Contact

Provide a valid telephone number for contact.



Contact Mobile Number

Note: A valid mobile telephone number and smartphone is necessary for use of the multi-factor authentication (MFA) process covered later in the guide.


Responsible Organization (Resp Org)

If the entity registering is currently a Resp Org using the SMS800 TFN Registry, select the "YES" box. If no, select "NO".

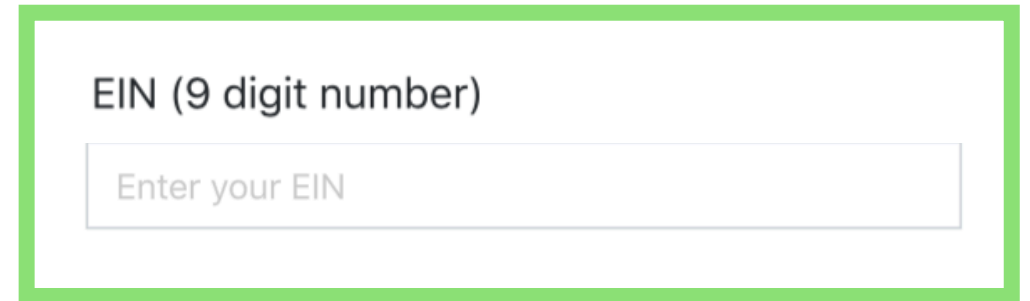


Are you a Resp Org: ☐ Yes ☒ No

Employer ID Number

If the entity registering has an Employer ID Number (EIN), enter that number in the EIN field. 

If registering as an individual, you will not be asked to complete this field.



EIN (9 digit number)

Note: EINs disclosed during registration will not be made publicly available. Do not enter a Social Security Number (SSN) or Taxpayer Identification Number (TIN) anywhere on the registration page.

Employer ID Number

If the entity is not an individual but does not have an Employer ID Number (EIN), enter 99-99999999 in the EIN field.



EIN (9 digit number)

Password

Create and confirm a password consisting of at least 8 characters.

The password must contain the following:

- Uppercase
- Lowercase
- Number
- Special Character (^ \$ * . [] { } () ? - " ! @ # % & / \ , > < ' : | _ or `)



Password


Confirm Password

Certify & Submit

Certification is required by all prospective applicants. →

Check the box to ensure that the registration is not being completed by bots. →

☒ I certify that the information I am providing is true and correct, that I have read the [Information and Website Use Notice and Privacy Policy](#), and that I understand how the information I am providing will be used in this auction.

☒ I'm not a robot  reCAPTCHA
Privacy - Terms

Submit Cancel

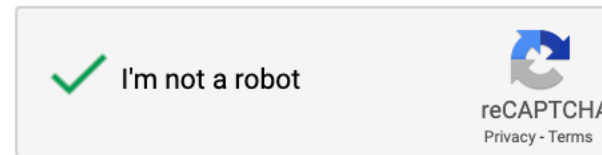
Certify & Submit

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
- The contents of the registration are true, complete, and correct



☒ I certify that the information I am providing is true and correct, that I have read the [Information and Website Use Notice and Privacy Policy](#), and that I understand how the information I am providing will be used in this auction.



Submit

Cancel

Note: Submission of a false certification may result in penalties, including monetary forfeitures, license forfeitures, ineligibility to participate in future auctions, and/or criminal prosecution.

Verification & Authentication

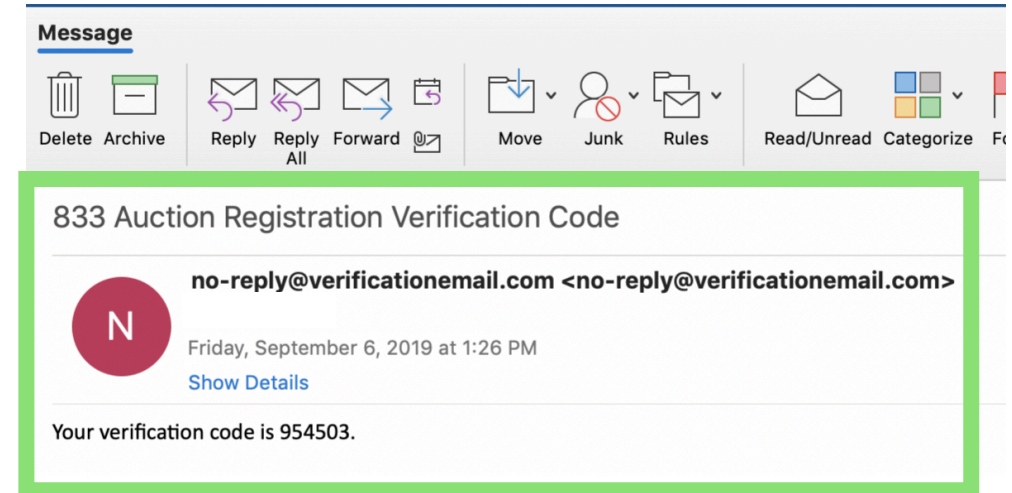
Verification and Authentication Process

- Once your registration is submitted, certain information on that page must be verified.
- Somos will use a third party data service to verify the identity of the entity registering.
- If the third party service is unable to verify the identity of the entity, Somos will conduct a manual verification process.
- You must install a Multi-Factor Authentication app on your smartphone.

Email Verification

You will be sent an email to the address provided during registration.

You must verify that the email address is working and can receive emails from Somos.



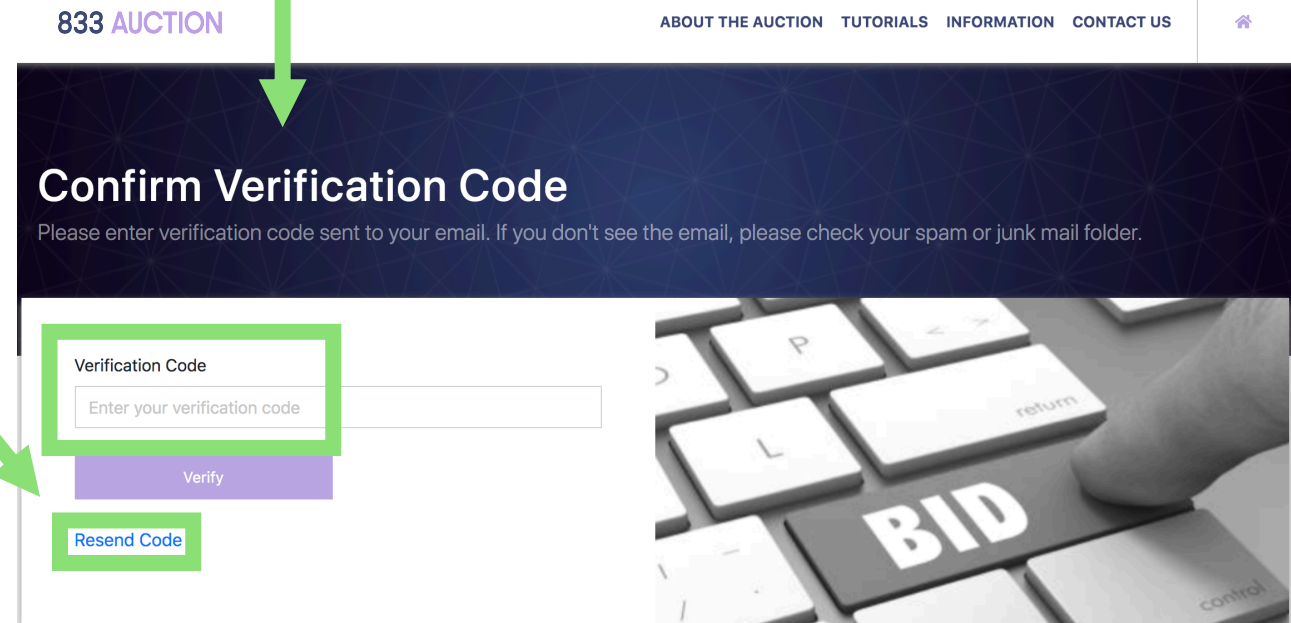
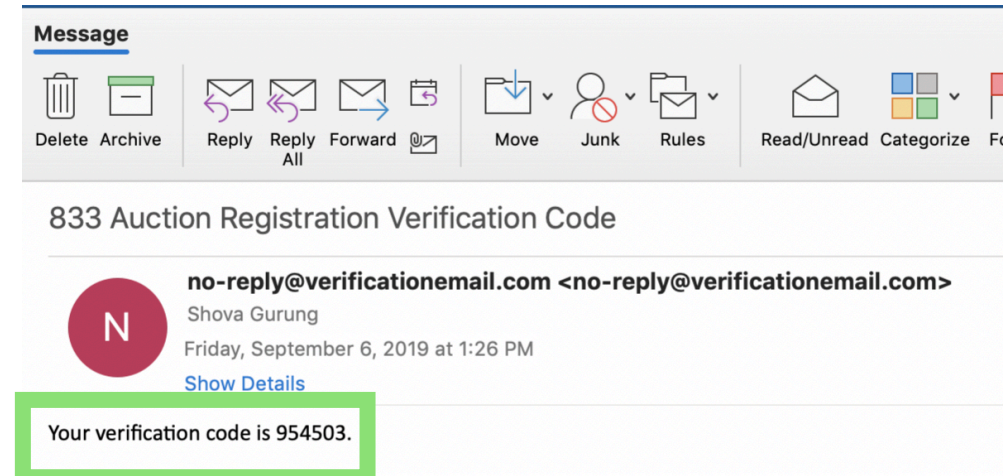
Email Verification

To verify, enter a code contained in that email.

If you do not receive an email from the Somos Auction System (no-reply@verificationemail.com), first check your spam filter. If you still do not see the email, click "RESEND CODE" for another email to be sent.

Note: Somos will utilize email communication during the course of the auction. Please ensure that this email address is active and checked regularly.

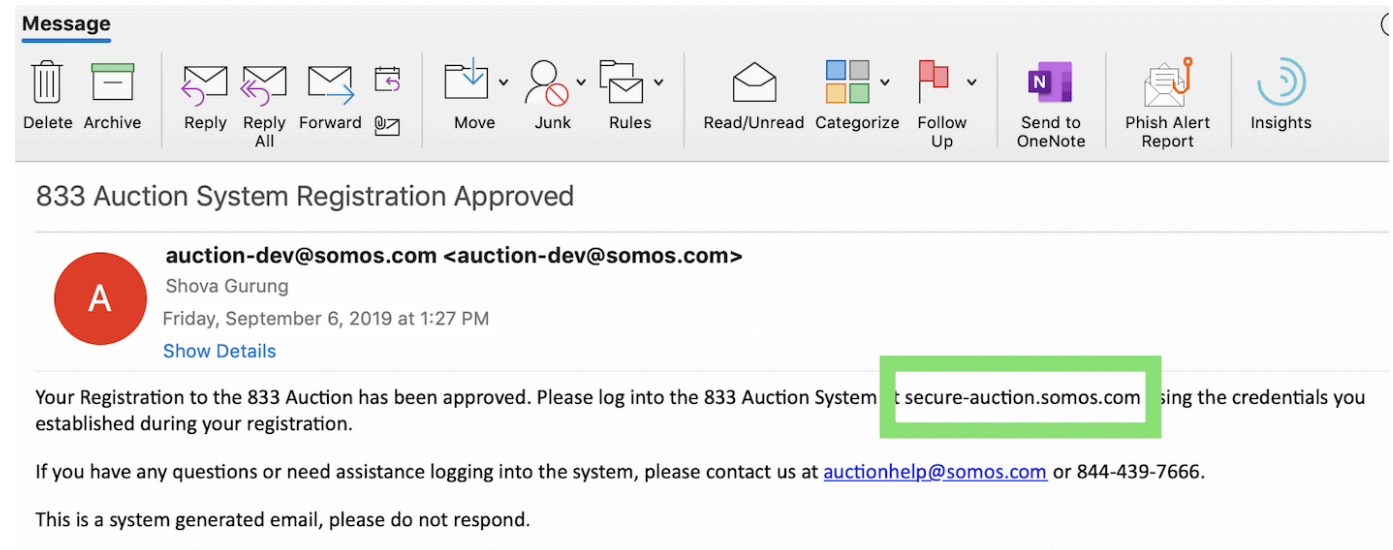
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Identity Verification

Somos will then verify your Identity.

Once verified, you will receive this email with a link to access the Somos Auction System.



Note: Verification may take up to 24 hours and may require Somos to reach out to the prospective applicant for additional information.

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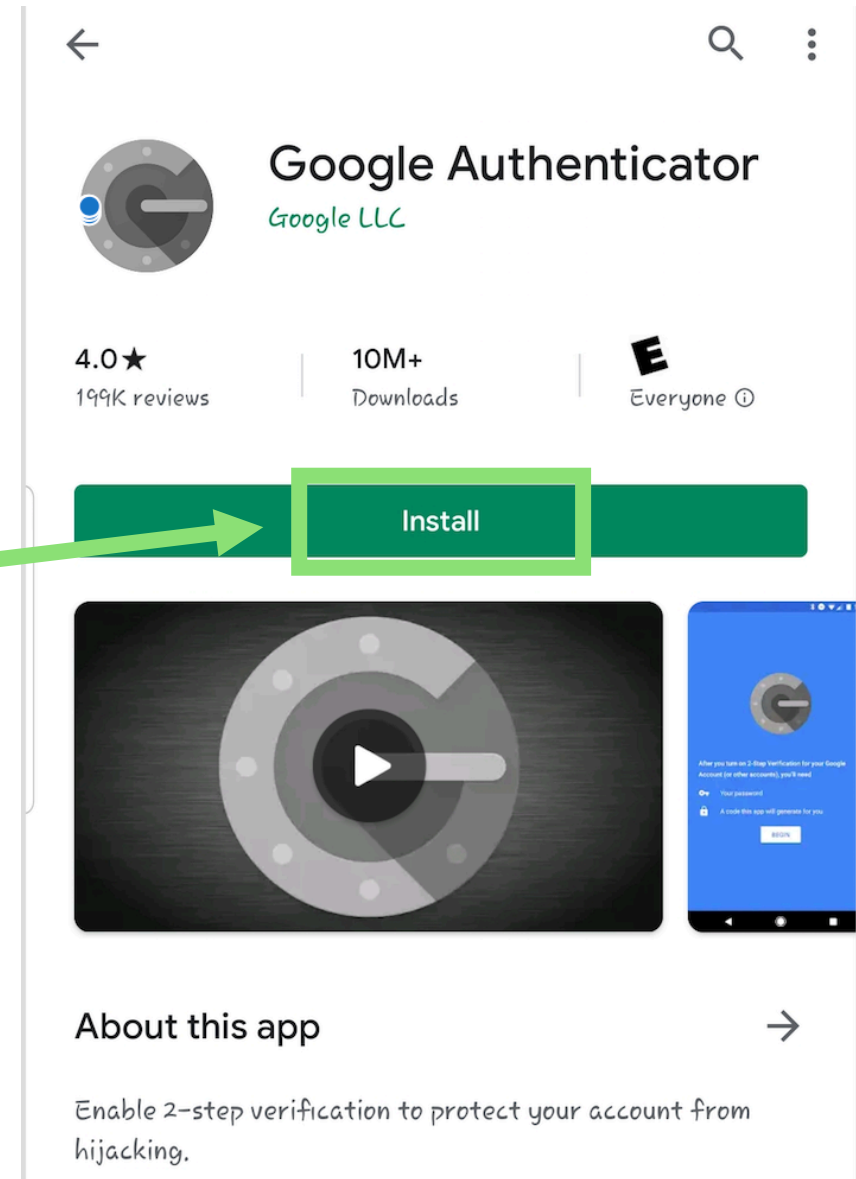
Multi-Factor Authentication (MFA)

The MFA process adds an additional layer of protection so no one else can access your Somos Auction Account.

This requires Google Authenticator, a free app available for download from the Play Store (Android) or App Store (Apple).

You will use the app to set up the MFA password required to complete registration.

*Graphic shows search from Play Store (Android).



Multi-Factor Authentication (MFA)

Access your Somos Auction Account by going to

<https://secure-auction.somos.com> and entering your email and password to login.

Check "I agree" and "I'm not a robot" boxes. →

Then click on "LOGIN." →

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[ABOUT THE AUCTION](#) [TUTORIALS](#) [INFORMATION](#) [CONTACT US](#)



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 



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Multi-Factor Authentication (MFA)

The system will generate a QR code that you can scan in Google Authenticator, or you can enter the alphanumeric string that is populated on this page.

This is a one time step to setup MFA.



Scan your QR Code

Please use "Google Authenticator" to scan your QR code


Install a compatible app like "Google Authenticator" on your mobile device

Open Google Authenticator and enter below secret code or use scanner to scan below bar code

QR Code

LLD6YQWNSR3GFOTNEEKXSQTHHTXDH7D5SFDV

QR Scan code



Please enter Multi Factor Authentication code from authenticator app to Sign in

MFA Code

Enter your mfa code

Submit

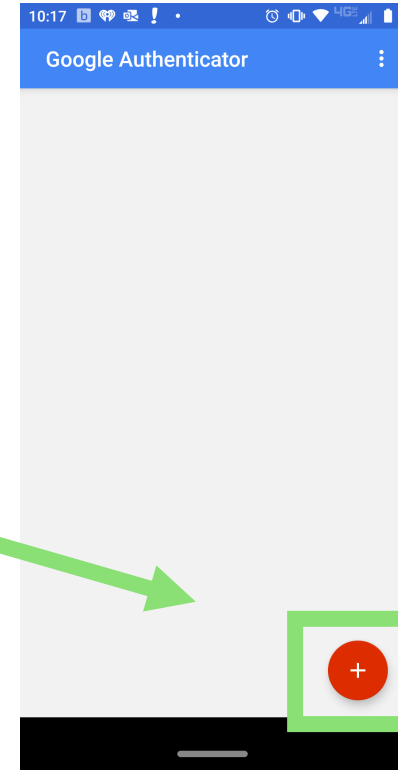
[Generate New QR Code](#)

Multi-Factor Authentication (MFA)

Using the Google Authenticator app on your phone, click on the "+" button.

You will be given the option of scanning the bar code or entering the key provided.

*Image shows QR scanner on Android



Multi-Factor Authentication (MFA)

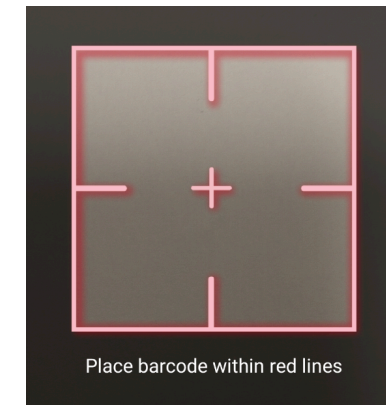
If you choose "Scan a Barcode," you will see a target. Center the target over the QR Scan Code and it will automatically scan.

If you choose "Enter a Provided Key," name your account under "Account Name."

Enter alphanumeric QR Code provided under "Your Key".

Click on the "ADD" button.

*Image shows QR scanner on Android



Scan your QR Code
Please use "Google Authenticator" to scan your QR code


Install a compatible app like "Google Authenticator" on your mobile device

Open Google Authenticator and enter below secret code or use scanner to scan below bar code

QR Code

LLD6YQWNSR3GFOTNEEKXSQTHHTXDH7D5SFDV

QR Scan code



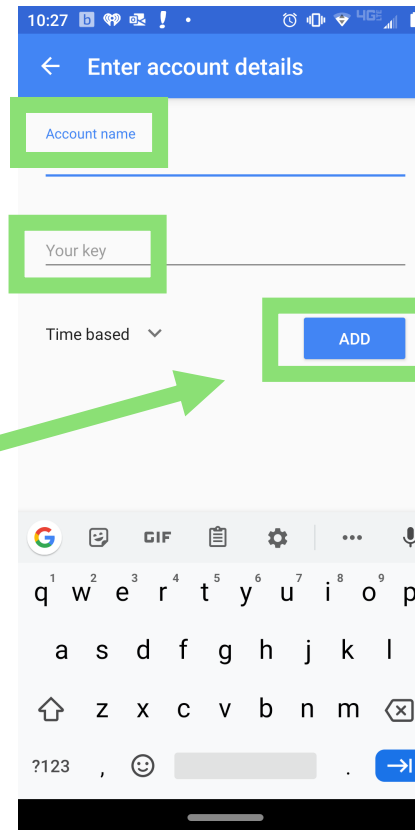
Please enter Multi Factor Authentication code from authenticator app to Sign in

MFA Code

Enter your mfa code

Submit

[Generate New QR Code](#)



10:27

← Enter account details

Account name

Your key

Time based

ADD

q¹ w² e³ r⁴ t⁵ y⁶ u⁷ i⁸ o⁹ p⁰

a s d f g h j k l

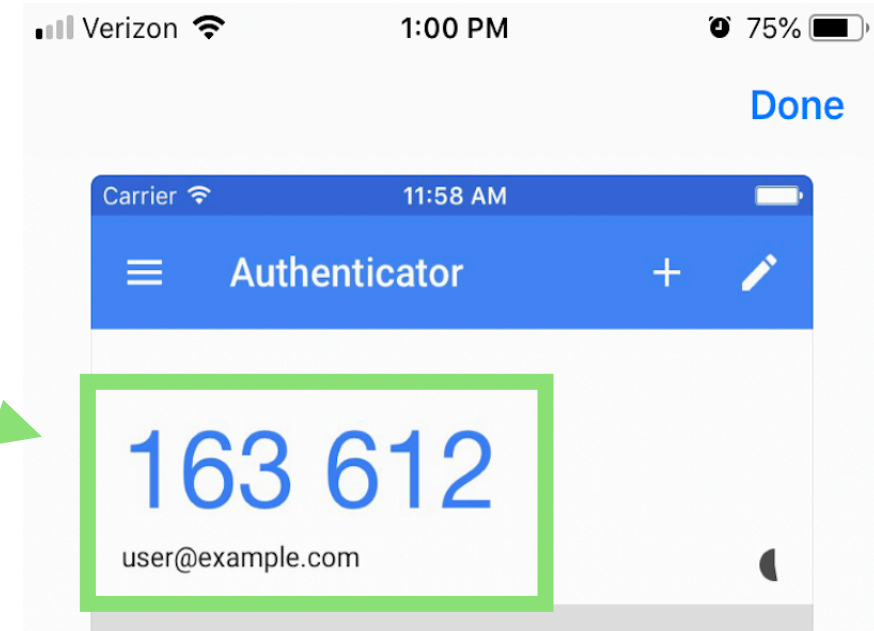
↑ z x c v b n m

?123 , ☺ . →

Multi-Factor Authentication (MFA)

Once the QR code is scanned or entered, Google Authenticator will generate a unique six digit code on your smartphone.

Note: In the event it takes too long, your request can be refreshed. The code is refreshed every 30 seconds.



Multi-Factor Authentication (MFA)

Enter the code on the Somos Auction System to verify your identity.

Click "SUBMIT" to sign into your Somos Auction Account.

This is a one time step to setup MFA.

Scan your QR Code

Please use "Google Authenticator" to scan your QR code

Install a compatible app like "Google Authenticator" on your mobile device

Open Google Authenticator and enter below secret code or use scanner to scan below bar code

QR Code

LLD6YQWNSR3GFOTNEEKXSQTHHTXDH7D5SFDV

QR Scan code



Please enter Multi Factor Authentication code from authenticator app to Sign in

MFA Code

Enter your mfa code

Submit

[Generate New QR Code](#)

Multi-Factor Authentication (MFA)

You will need to enter a new code from the app every time you sign in to your account.

You can return to your Somos Auction Account by going to <https://secure-auction.somos.com> and entering your email, password and current MFA code to login.



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ABOUT THE AUCTION TUTORIALS INFORMATION CONTACT US

Verify MFA Code

Please enter MFA verification code from your authenticator app.

MFA Verification Code

Verify

Need Additional Help?

Additional Help

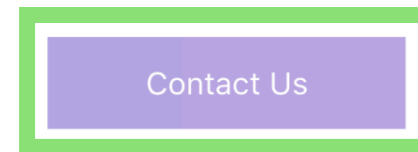
Help with registration is available in different ways through the Somos Auction System.

Click on the "CONTACT US" link located on the registration page in the right-hand navigation 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.

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ABOUT THE AUCTION PARTICIPATE IN THE AUCTION 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