



Updated 8/6/2019

## Service Establishment Checklist

Access to the SMS/800 Toll-Free Number (TFN) Registry allows Toll-Free Service Providers (also known as Responsible Organizations (Resp Orgs)) to reserve Toll-Free Numbers and to set up call routing for their customers. Any person, company, or organization that can demonstrate the required skills and financial responsibility for managing Toll-Free Numbers can apply to become a Toll-Free Service Provider in the SMS/800 TFN Registry by completing their Service Establishment with Somos. This service is provided under the [SMS/800 TFN Registry Functions Tariff](#) which is on file with the FCC. The Service Establishment checklist can be used as a guide during the application process.

### Service Establishment Checklist:

\_\_\_\_\_ To become a Resp Org with Somos, please complete and submit the [Service Establishment Request](#) on the Somos Website ([somos.com](http://somos.com)). The Service Establishment Request provides Somos with the following details: the Company Information, Primary Contact, and Billing Contact(s).

\_\_\_\_\_ Provide a \$4,000.00 deposit payable to "Somos, Inc." either by wire transfer or check. Please Note: This deposit will be returned after one year of prompt payments with Somos.

#### 1. Pay by wire transfer (Fedwire) or ACH:

If you would like this payment information, please call or text the Help Desk at 844.HEY.SOMOS (844.439.7666), Option 1.

#### 2. Pay by Check:

Somos, Inc.  
Attn: Accounting Department  
Two Tower Center Blvd, 20th Floor  
East Brunswick, NJ 08816-1100

\_\_\_\_\_ At least one person in the company must pass a Certification Exam in order for the company to be certified in the SMS/800 TFN Registry. To prepare for the Certification Exam an individual can attend the 5-day Training Class or complete a self-study using the Student Guide, the SMS/800 TFN Registry documents and the Sandbox Environment. For additional class information, please review the [Training Class Brochure and Schedule](#) page. To register for a 5-day Training Class, please visit the [Training Registration](#) page. If you would like to register for self-study or one of the other class options, please call or text a Somos trainer today at 844.HEY.SOMOS (844.439.7666), Option 1.

Additional information can be accessed in the [Help Center](#) on the Somos Website.

If you have any questions concerning this document, please call or text the Help Desk at 844.HEY.SOMOS (844.439.7666), Option 1.