



Updated May 2025

## Service Establishment Checklist

Access to the TFNRegistry™ (formerly known as the SMS800 TFNRegistry®) 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 within the TFNRegistry by completing their Service Establishment with Somos®. This service is provided under the [TFNRegistry™ Functions Tariff](#) which is on file with the Federal Communications Commission (FCC). The following 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 Application](#) on the Somos Website ([somos.com](https://www.somos.com)). A full walk through of how to complete and submit this application is available in this article, “[TFNRegistry: How do I Submit a Service Establishment Application with Somos?](#)”. The Service Establishment Application provides Somos with the following details: the Company Information, Primary Contact, and Billing Contact(s).

\_\_\_\_\_ At least one person in the company must pass a Certification Exam in order for the company to be certified in the TFNRegistry. To prepare for the Certification Exam an individual can attend a 5-day Training Class or complete a self-study using the Student Guide, the TFNRegistry 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.

\_\_\_\_\_ After the company has become a certified Resp Org with Somos, please 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. – Lockbox 28287  
28287 Network Place  
Chicago, IL 60673-1282

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