Side By Side Guide for Submitting a Request

Somos Portal to Somos Hub

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About This Guide

This guide compares Submitting a Request in the Somos Portal (portal.somos.com) to the Somos Hub (hub.somos.com).



BEFORE YOU BEGIN

To Submit a request, you must have TFNRegisty Requests permissions. Please reach out to your Company Admin for assistance.



DISCLAIMER

Images in this document are intended to be used as a guide for educational purposes only and they may differ slightly between environments.

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In this guide, you'll learn how to:

01 Log in to the Somos Hub — Page 4

02 Submit Request — Page 6

03 Request History — Page 10

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Log in to the Somos Hub

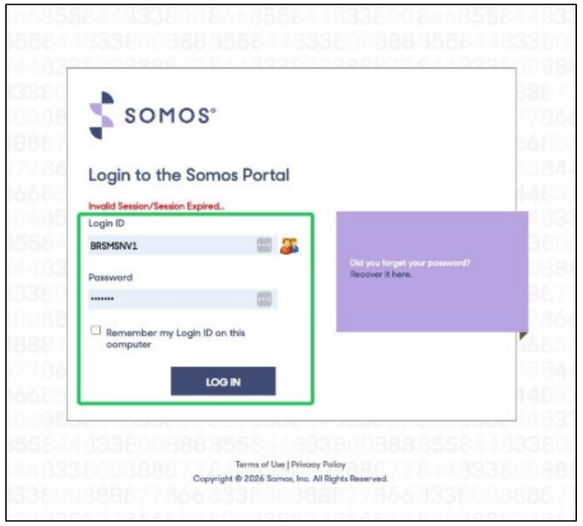
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Log In

SOMOS PORTAL

portal.somos.com

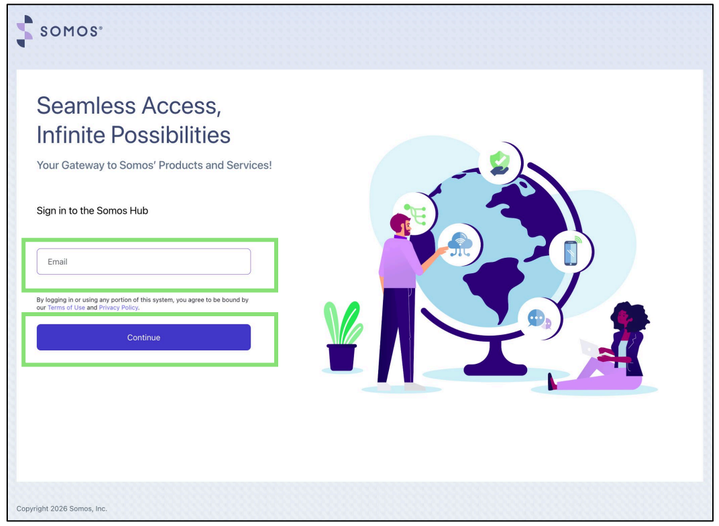
1. Visit portal.somos.com to log in
2. Enter your Login ID and Password
3. Click the LOG IN button



SOMOS HUB

hub.somos.com

1. Visit hub.somos.com to log in
2. Enter your Email Address and Password
3. Click the Continue button



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Submit Request

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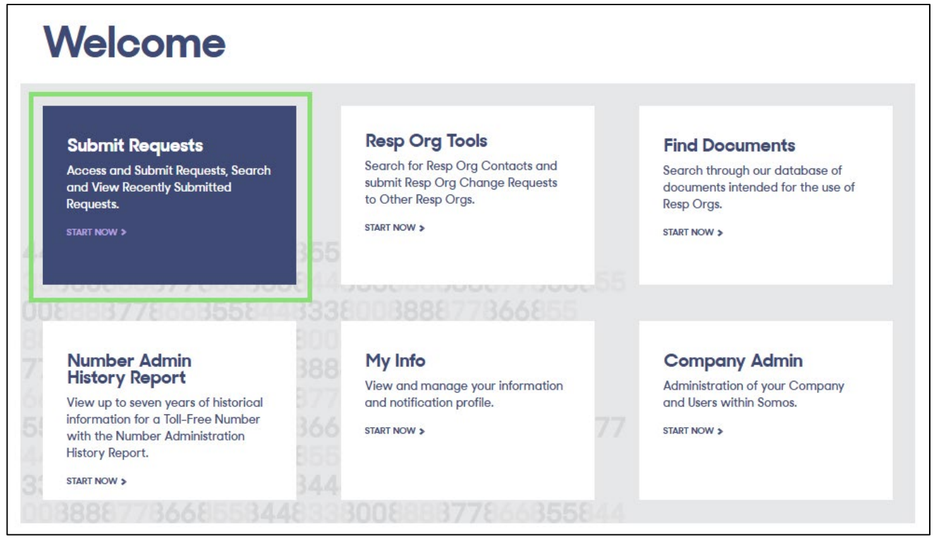
STEP 1

Submit Request

SOMOS PORTAL

portal.somos.com

1. Home page
2. Click Submit Requests



SOMOS HUB

hub.somos.com

1. Dashboard page
2. Click TFNRegistry Requests



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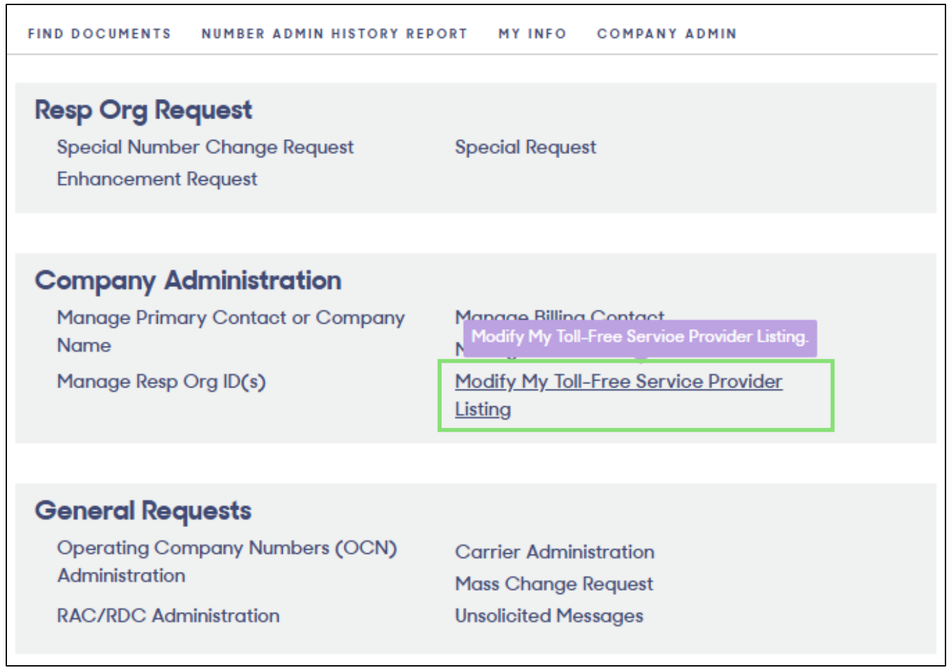
STEP 2

Submit Request Continued

SOMOS PORTAL

portal.somos.com

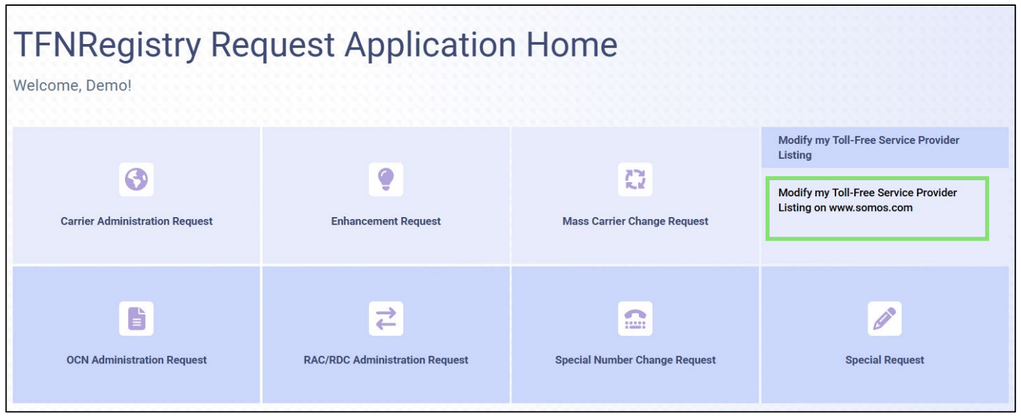
1 Click Request Type



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1 Click Request Type



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STEP 3

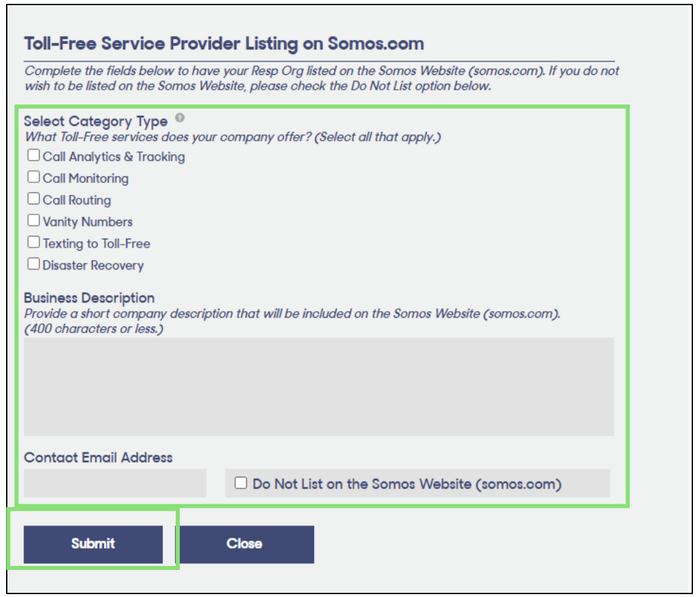
Submit Request Example

Your Request will be submitted to the Somos Help Desk for processing.

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portal.somos.com

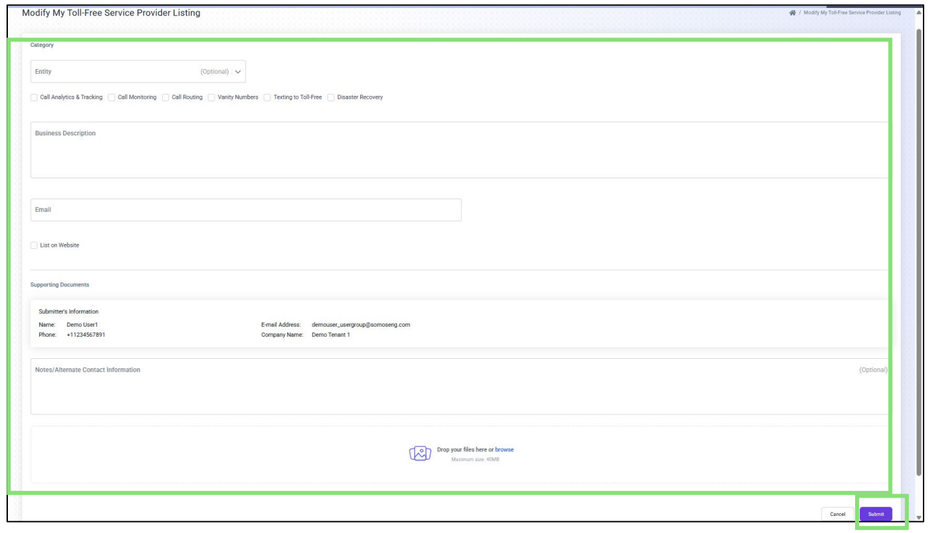
1. Complete all Required Fields
2. Click Submit button



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1. Complete all Required Fields
2. Click Submit button
3. Verification email will be sent



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Request History

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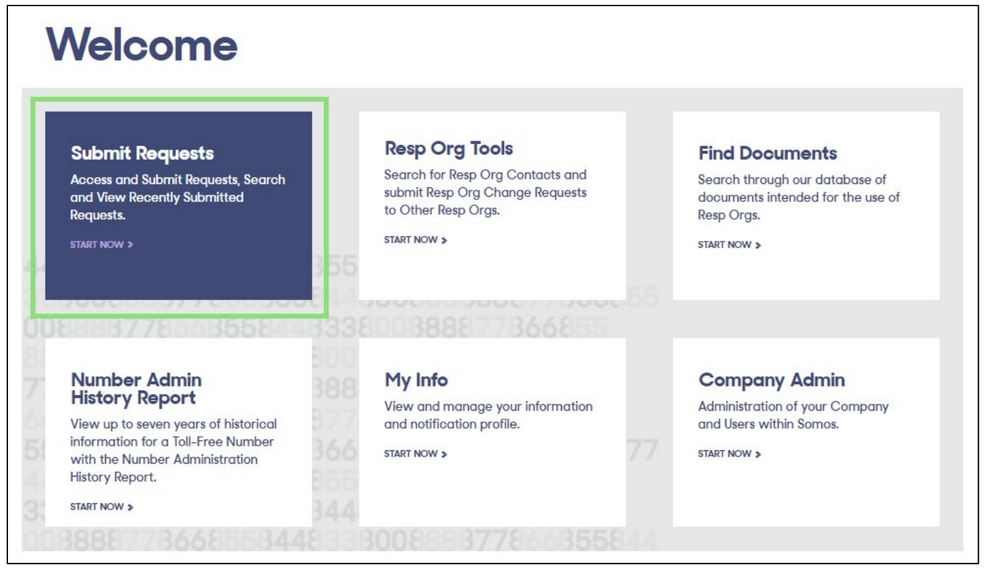
STEP 1

Request History

SOMOS PORTAL

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1. Home page
2. Click Submit Requests



SOMOS HUB

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1. Dashboard page
2. Click TFNRegistry Requests



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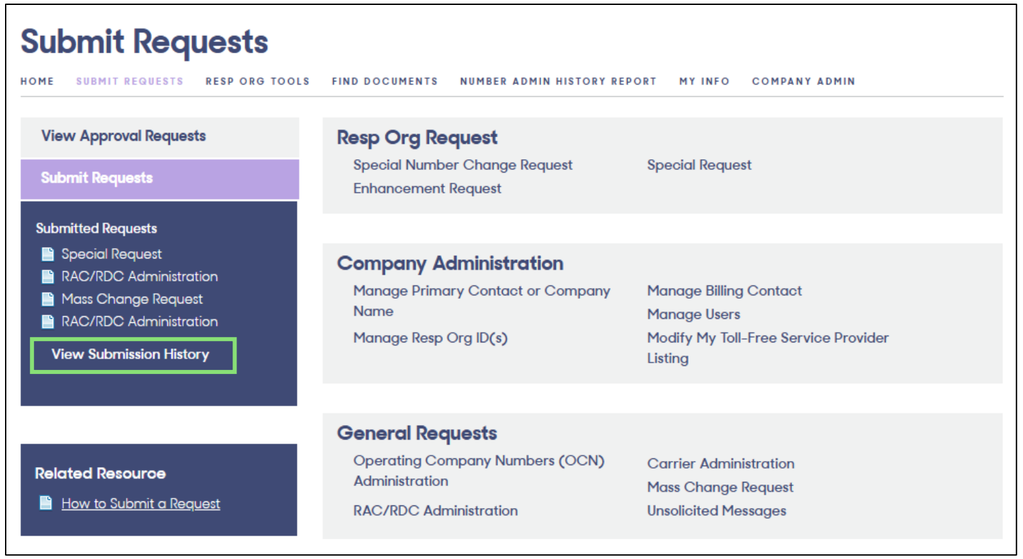
STEP 2

Request History Continued

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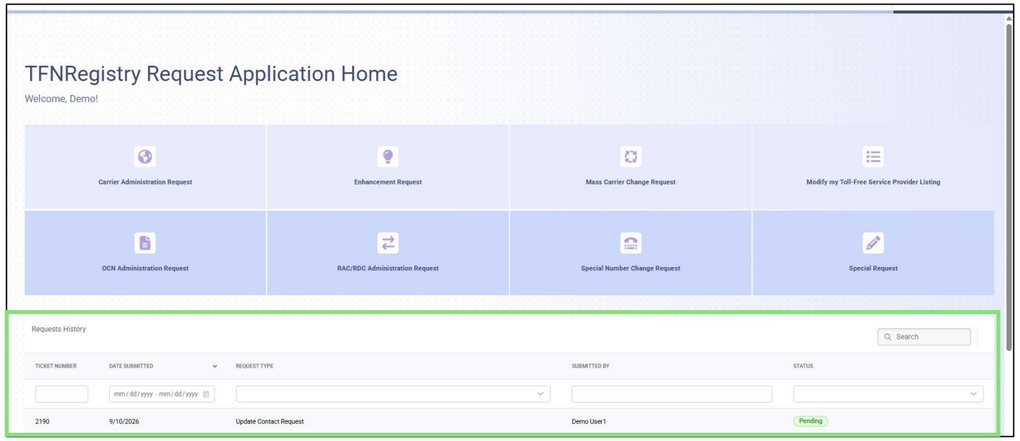
1 View Submission History



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1 View Requests History



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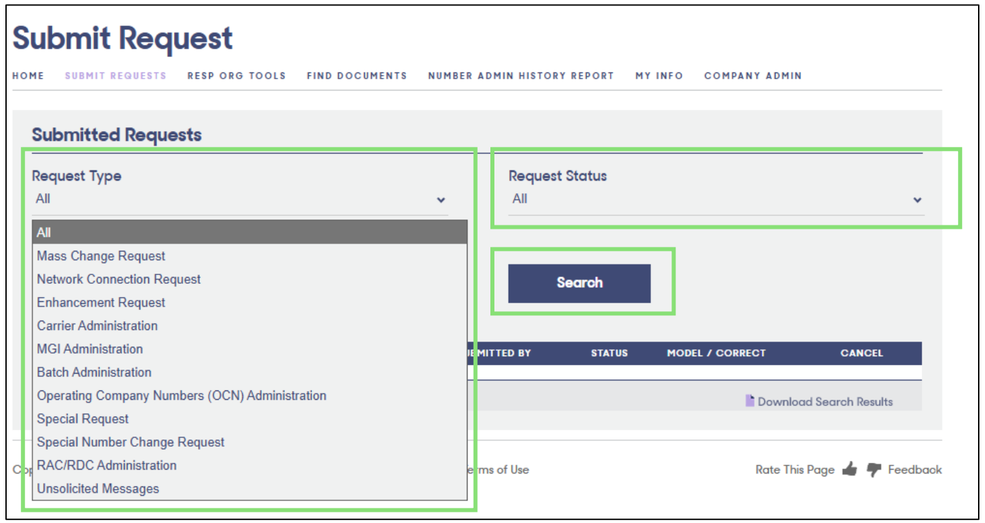
STEP 3

Request History Continued

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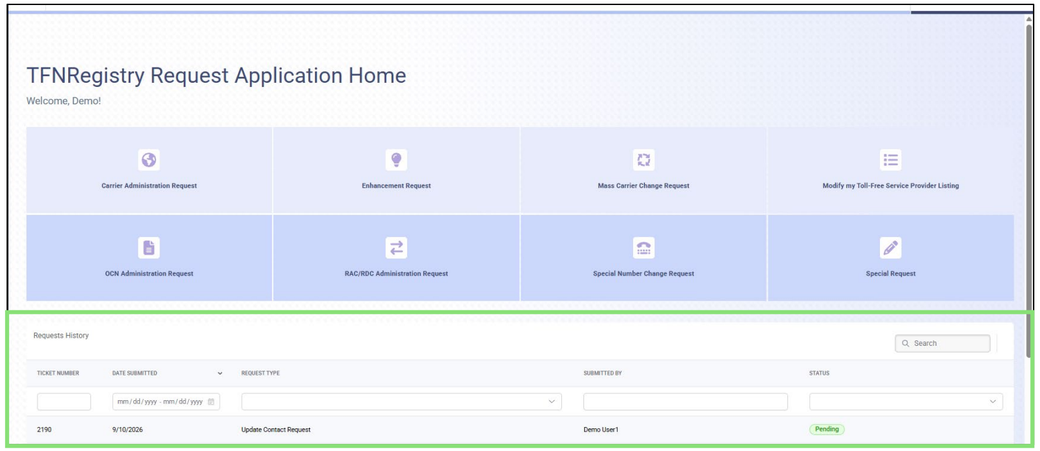
1. Select Request Type, Status and Date range from the drop down menus
2. Click Search button



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1. Scroll through Request History or fill in the search fields to filter requests



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