



Updated: 6/28/2017

Prepare for the Toll-Free Awareness Campaign: How to update your Company's Information!

Ensure that your company information is up-to-date on the Somos website!

Step 1:

Have your Responsible Organizations (Resp Orgs) Primary Contact or Company Administrator(s) log in to the Somos Portal Website (portal.somos.com) and select the "Company Admin" section.

Welcome

- Submit Requests**
Access and Submit Requests, Search and View Recently Submitted Requests.
[START NOW >](#)
- Resp Org Tools**
Search for Resp Org Contacts and submit Resp Org Change Requests to Other Resp Orgs.
[START NOW >](#)
- Find Documents**
Search through our database of documents intended for the use of Resp Orgs.
[START NOW >](#)
- Resources**
Access Resources for the Video Tutorials, System How-To, Number Administration History Report, and other valuable tools.
[START NOW >](#)
- My Info**
View and manage your information and notification profile.
[START NOW >](#)
- Company Admin**
Administration of your Company and Users within Somos.
[START NOW >](#)

Somos Notifications

[See All](#)



News Flash Notification: Test communication: NWS-17-5

Category: News Flash

Test communication: ...

Date: 5/8/2017

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News Flash Notification: Test communication: NWS-17-4

Category: News Flash

Test communication: NWS-17-4
[click here.](#)

Date: 5/3/2017

[READ MORE >](#)

Step 2:

When the Company Admin page is displayed, select the “Manage Company” and “Company Advanced Search” menu items.

Company Admin

HOME SUBMITTER DETAILS RESP ORG TOOLS FIND DOCUMENTS RESOURCES MY INFO COMPANY ADMIN

- Manage Company
- Company Search
- Company Advanced Search
- Add Company
- Modify Company
- Manage User
- Manage Entity
- RO Primary Contacts
- RO Change Contacts
- ROC Access Permissions

Need Help?
Watch the Video.



Company Advanced Search

Company Type * Resp Org

Entity: ZA

Resp Org/SCP ID

Primary

Change Notification Email

Company Name

Select Company

Address Line 1

Address Line 2

City

State/Province: Select State

Country: Select Country

Zip Code

Items to be Displayed Per Page: 10

Search

Step 3:


Select your Entity from the “Entity” drop down menu, check the “Primary” option below it and then select the “Search” button to be directed to view your Primary Company’s information page. Next, please scroll down on the “View Company” page to select the “Edit” button to access the “Modify Company” page.

Company Admin

HOME SUBMIT REQUESTS RESP ORG TOOLS FIND DOCUMENTS RESOURCES MY INFO **COMPANY ADMIN**

- Manage Company
- Company Search
- Company Advanced Search
- Add Company
- Modify Company
- Manage User
- Manage Entity
- RO Primary Contacts
- RO Change Contacts
- ROC Access Permissions

Need Help?
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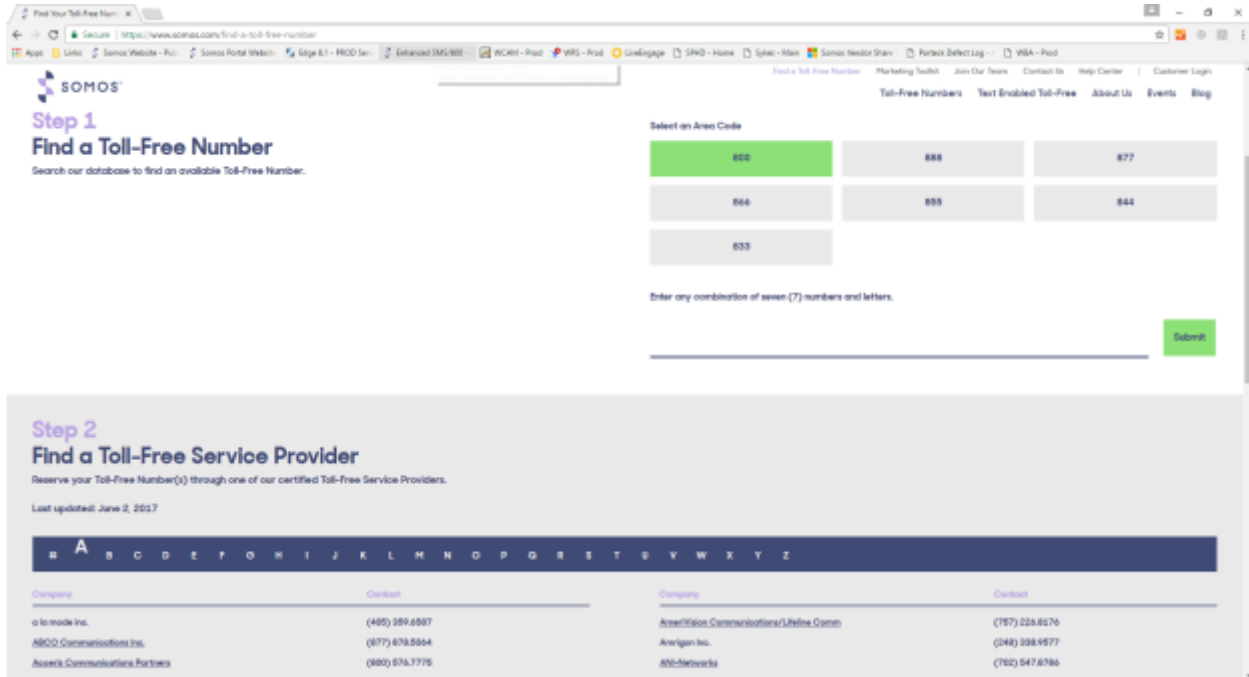
Modify Company (ZATST)

<p>Company Name Somos Training</p> <p><input checked="" type="checkbox"/> Primary</p> <p>Trouble Referral Number* 844.439.7666</p> <p>Address 1* 1290 Broadway</p> <p>Address 2 Suite 1400</p> <p>City* Denver</p> <p>Zip Code* 80203</p> <p>Connect Date 2/18/2002</p> <p>Resp Org Change Contact ZATSTZB1 ZATSTZB1 (ZATSTZB1)</p> <p>Website http://www.somos.com</p> <p>Notes Yes, we are using <u>ROC</u>.</p>	<p>Company Type Resp Org</p> <p>Phone* 844.439.7666</p> <p>Fax 866.458.0653</p> <p>Change Notification Email help@somos.com</p> <p>State/Province* Colorado (CO)</p> <p>Country* USA</p> <p>Disconnect Date</p>
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Submit
Disconnect User

Step 4:

After making the desired edits to your Primary Company's information in the available fields, simply select the "Submit" button to complete the change on the Somos Portal Website (portal.somos.com) and your Primary Company's contact information (Trouble Referral Number and website), will be updated on the Somos Website's (somos.com) Find a Toll-Free Number page (<https://www.somos.com/find-a-toll-free-number>) accordingly.



That's it! Thank you for updating your Company's contact information!

Sincerely,

The Somos Team