

# CITTK

## A2P Sole Proprietor Brands Registration



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Effective August 31, 2023, all 10DLC phone numbers used to send SMS and MMS messages to U.S. phone numbers must be fully registered to an approved campaign under a brand.

*Sole Proprietor registration is perfect for customers in the United States and Canada who are individuals or small businesses and do not have a business Tax ID (such as an EIN).*

**Follow the instructions below to choose the right path for your A2P brand registration:**

**If the business has a Tax Number (EIN for the US, CCN for Canada, etc.), please select "Yes, the business I'm registering has a US EIN" Check out [LC Phone System Trust Center](#)**

**If the business does not have a Tax Number but operates from a valid Business Address in the US/Canada, please select "No, the business I'm registering does not have a US EIN" (Sole Prop Brand Registration).**

1. If the business does not have a Tax ID and the business address is not in the US/Canada, unfortunately, they cannot proceed with A2P Brand Registration. In this case, the best alternative would be to use Toll-Free numbers after completing the registration process. Check out [Toll-Free Number Registration for LC - Phone \(US/Canada\)](#)

## What are the requirements for Sole Proprietor registration?

Sole Proprietor brands are available to individuals or small businesses who meet the following requirements:

- **No Tax ID:** Customers with a tax ID are not eligible for Sole Proprietor Brands; they should use a Low Volume Standard Brand instead.
- **OTP Verification:** Confirm your identity using a One-Time Password (OTP) verification step.
- **Valid Details:** Starter Brands must include a valid and accurate business name, first name, last name, email address, phone number, and physical address.
- **US Addresses:** Only valid U.S. addresses (including P.O. boxes) are allowed. Addresses in other countries are no longer permitted. 

## What are the fees for Sole Proprietor registration?

- The following fees apply for Sole Proprietor brands:

- One-time Sole Proprietor Brand **registration fee: \$4.41** (previous Starter Brands that were converted by Twilio will be exempt from this fee)
- One-time Campaign **vetting fee: \$16.54** (existing Campaigns will be exempt from this fee at this time)
- Monthly Sole Proprietor Campaign fees: **\$2.21** (applicable to existing and new Campaigns)

## What are the limitations of Sole Proprietor registration?

### - Sole Proprietor brands have the following limits:

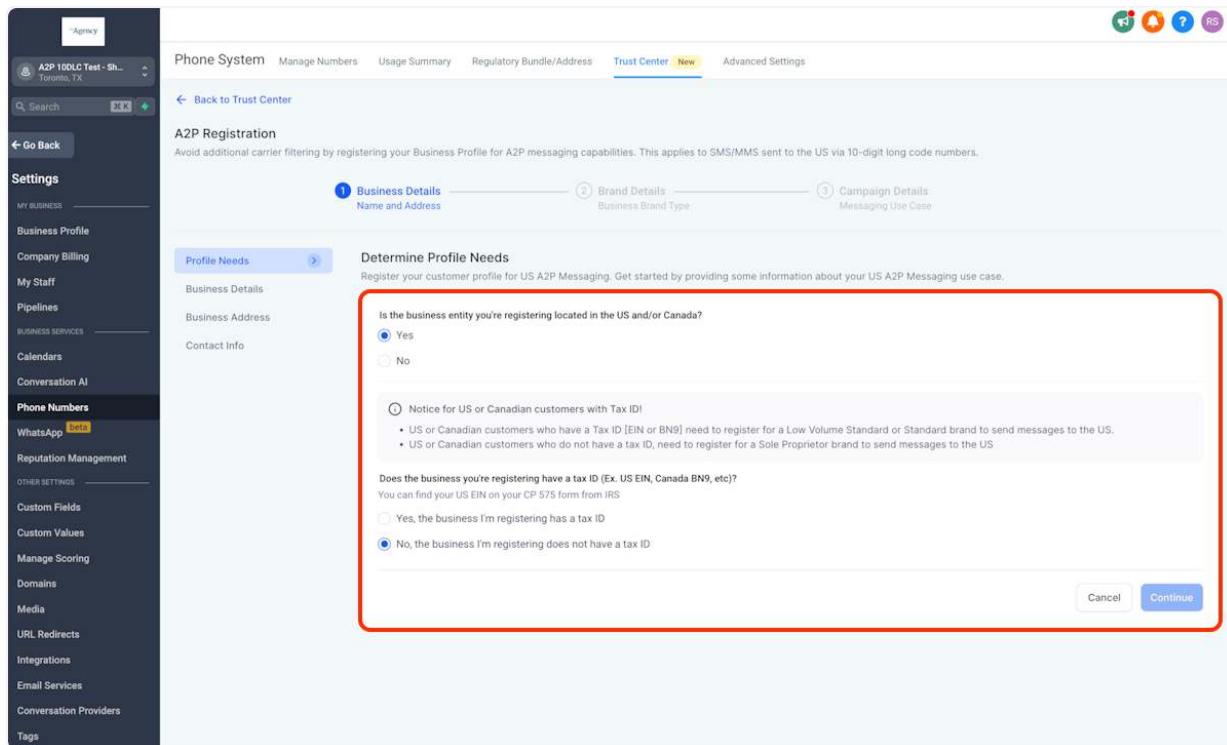
- 1 Sole Proprietor Campaign per Brand
- 1 Phone Number per Campaign
- 1 Message Per Second (1 MPS) throughput limit
- One employee per company/business

Consider registering your business so you could apply for standard registration and multiple numbers can be a2p verified.

## How do I do the new registration?

### 1. Click on No, the business I'm registering does not have a tax ID

# A2P Sole Proprietor Brands Registration : CITK



Phone System Manage Numbers Usage Summary Regulatory Bundle/Address Trust Center **New** Advanced Settings

← Back to Trust Center

**A2P Registration**

Avoid additional carrier filtering by registering your Business Profile for A2P messaging capabilities. This applies to SMS/MMS sent to the US via 10-digit long code numbers.

① Business Details Name and Address ② Brand Details Business Brand Type ③ Campaign Details Messaging Use Case

**Profile Needs**

Determine Profile Needs

Register your customer profile for US A2P Messaging. Get started by providing some information about your US A2P Messaging use case.

Is the business entity you're registering located in the US and/or Canada?

Yes

No

Notice for US or Canadian customers with Tax ID!

- US or Canadian customers who have a Tax ID [EIN or BN9] need to register for a Low Volume Standard or Standard brand to send messages to the US.
- US or Canadian customers who do not have a tax ID, need to register for a Sole Proprietor brand to send messages to the US.

Does the business you're registering have a tax ID (Ex. US EIN, Canada BN9, etc)?

You can find your US EIN on your CP 575 form from IRS

Yes, the business I'm registering has a tax ID

No, the business I'm registering does not have a tax ID

**Business Details**

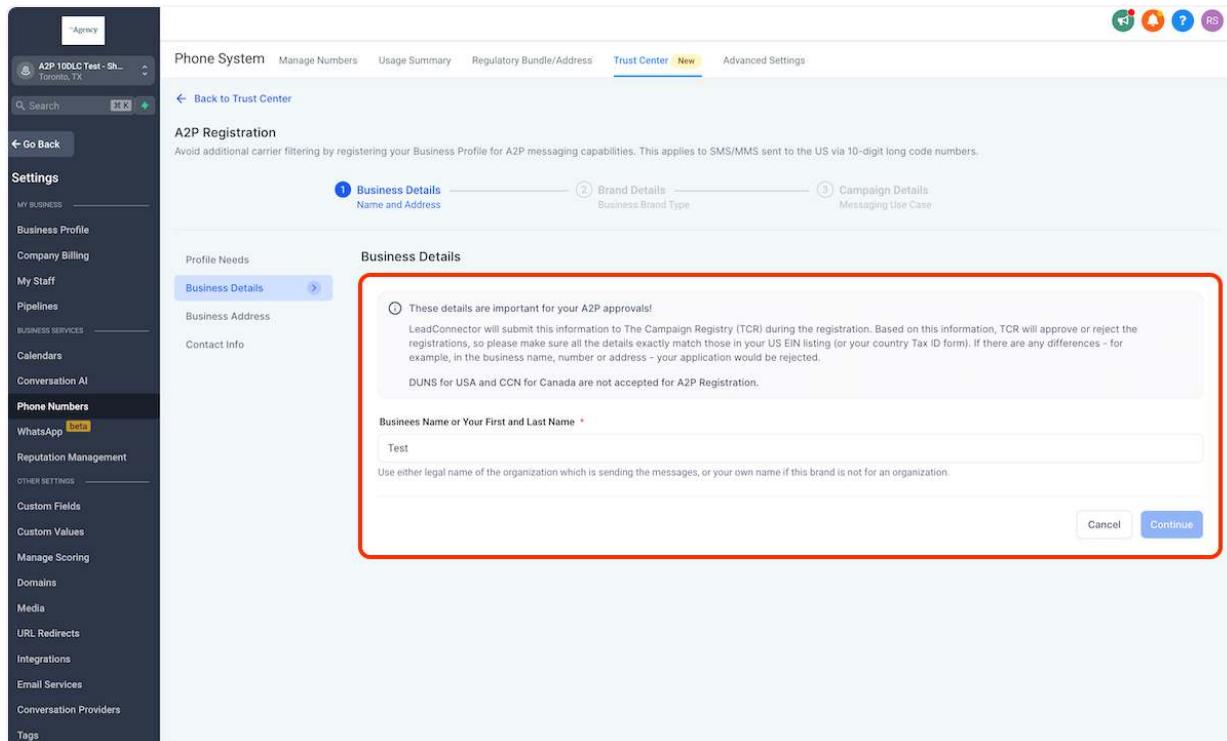
Business Details

Business Address

Contact Info

Cancel Continue

## 2. Business details



Phone System Manage Numbers Usage Summary Regulatory Bundle/Address Trust Center **New** Advanced Settings

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**A2P Registration**

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① Business Details Name and Address ② Brand Details Business Brand Type ③ Campaign Details Messaging Use Case

**Profile Needs**

**Business Details**

Business Details

Business Address

Contact Info

These details are important for your A2P approvals!

LeadConnector will submit this information to The Campaign Registry (TCR) during the registration. Based on this information, TCR will approve or reject the registrations, so please make sure all the details exactly match those in your US EIN listing (or your country Tax ID form). If there are any differences - for example, in the business name, number or address - your application would be rejected.

DUNS for USA and CCN for Canada are not accepted for A2P Registration.

**Business Name or Your First and Last Name \***

Test

Use either legal name of the organization which is sending the messages, or your own name if this brand is not for an organization.

**Business Details**

Business Details

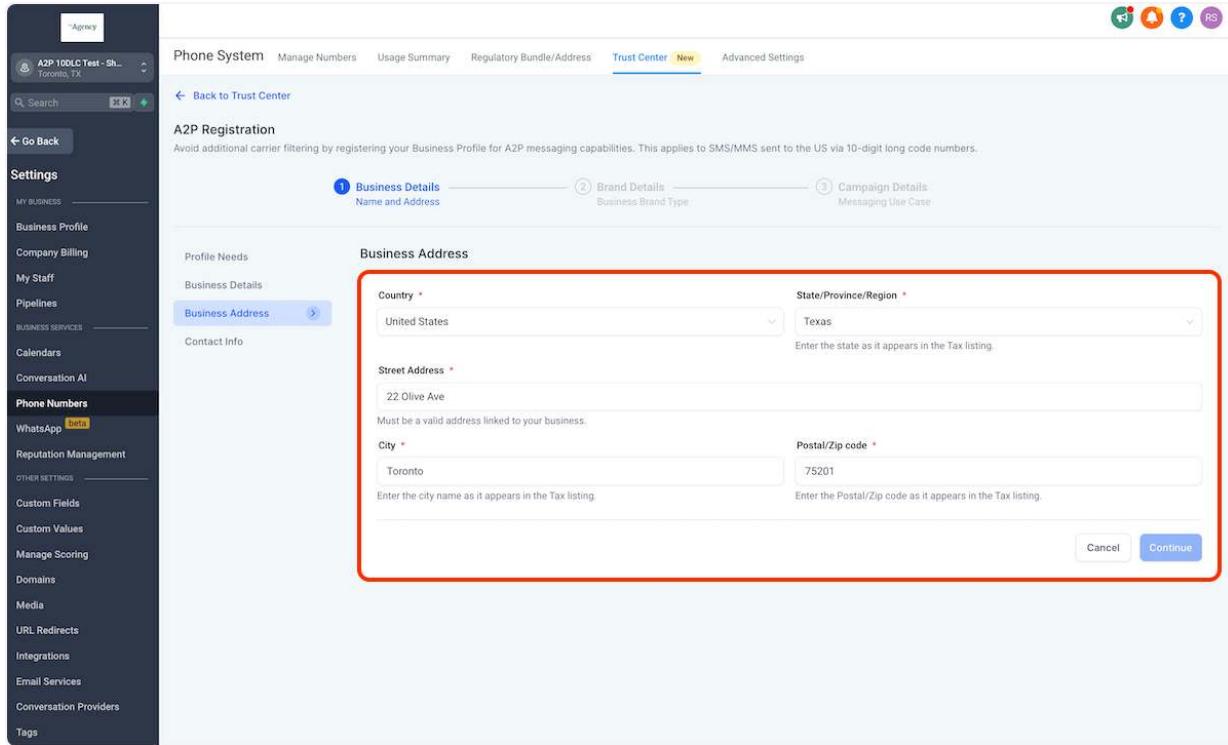
Business Address

Contact Info

Cancel Continue

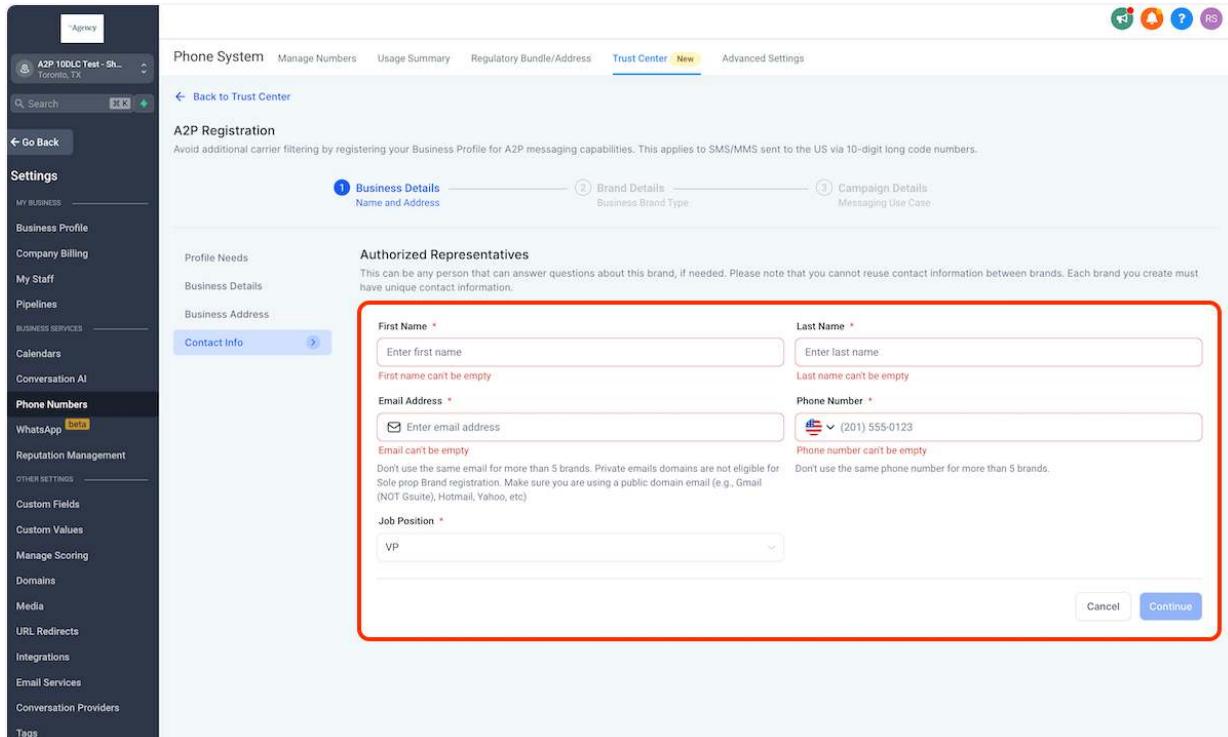
## 3. Address

# A2P Sole Proprietor Brands Registration : CITK



The screenshot shows the 'Business Address' section of the registration form. It includes fields for Country (United States), State/Province/Region (Texas), Street Address (22 Olive Ave), City (Toronto), and Postal/Zip code (75201). A red box highlights this section. At the bottom right are 'Cancel' and 'Continue' buttons.

## 4. Contact info



The screenshot shows the 'Contact Info' section of the registration form. It includes fields for First Name, Last Name, Email Address, and Phone Number. A red box highlights this section. At the bottom right are 'Cancel' and 'Continue' buttons.

## 5. Business Use case

# A2P Sole Proprietor Brands Registration : CITK

A2P Registration

Avoid additional carrier filtering by registering your Business Profile for A2P messaging capabilities. This applies to SMS/MMS sent to the US via 10-digit long code numbers.

Business Use Case Business Brand Details

Brand Details

**Sole Prop Brand**

- Only 1 Phone Number allowed
- EIN/SSN/DUNS not required

**Sole Prop Campaign**

- Increased delivery rate
- Send upto 3000 segments per day

**Important Notice:**  
Only 1 number is allowed to be linked to a Sole Prop Campaign. Once approved your default number will be linked automatically, you can also update the number post approval.

I acknowledge: Brand and Campaign registration one Time \$20.95 will be charged. Additional campaign fee up to \$2.25 per month will apply in accordance with TCR rules.

Cancel Continue

## 6. Brand Details

← Back to Trust Center

A2P Registration

Avoid additional carrier filtering by registering your Business Profile for A2P messaging capabilities. This applies to SMS/MMS sent to the US via 10-digit long code numbers.

Business Use Case Business Brand Details

Business Details Brand Details

**Business Brand Details**

**Brand Name \***

Use either legal name of the organization which is sending the messages, or your own name if this brand is not for an organization.

**Business Industry \***

**Phone Number \***  
 Country: USA

Please provide a mobile number that you have access to so you can confirm OTP verification. Only US/Canadian numbers will be accepted. You may not use a CPaaS phone number such as one obtained from LeadConnector. You cannot use the same mobile number to register more than 3 Sole Proprietor brands. This limit is managed by TCR.

Cancel Continue

Keep an eye out for an SMS from TCR requesting your approval. Simply reply "Yes" to give the green light for your brand to start messaging.



**On the OTP mobile number, can I use my cell for all my clients as the agency administrator? or would it be my contact at the client's needs to get the code?**

Please provide a mobile number that you have access to confirm OTP verification.

Only US/Canadian numbers will be accepted.

You may not use a CPaaS phone number such as one obtained from Twilio.

You cannot use the same mobile number to register more than 3 Sole Proprietor brands.

This limit is managed at the TCR level.

**Once the Brand is approved, the campaign will be automatically submitted for review.**

1. **Important Note:** The mobile number is critical in the registration process and is used for sending a One-Time Password (OTP) verification request, which you must respond to with "Yes". This must be a valid US or Canadian mobile number where you can be reached. It cannot be a number that you've acquired from a CPaaS provider such as LeadConnector/Twilio
2. The mobile number can only be used a maximum of three times across all A2P Brand registrations with TCR. If you are registered for A2P 1ODLC with another vendor using this mobile number, that counts towards this limit.⚠️

## FAQs:

### Why did my sole prop registration failed?

Here are the most common reasons:

1. Using custom variables (fields / values) instead of actual names & company name
2. Not including opt-out language in message templates
3. Using same email in more than 10 A2p sole prop registrations
4. Using same phone in more than 10 A2p sole prop registrations
5. Using same address in more than 10 A2p sole prop registrations
6. Using same phone number for OTP (code verification) A2p verification in more than 3 cases
7. Invalid email - Please note that private emails domains are typically not eligible for Sole prop Brand registration. You have to be sure you are using a public domain for your email (e.g., Gmail (NOT Gsuite), Hotmail, Yahoo, etc)
  - The Third-Party Service TCR use to validate email addresses sometimes marks valid email addresses as undeliverable. Unfortunately, this is beyond our control.

While it's possible to open a ticket with the TCR to address the error, their response time might be too slow so

Our recommendation is to create a new email address with a reliable provider like Gmail and use this new address for your registration. Please note that the email address is a required field but is not used for communication purposes; it's mainly for registration.

8. Using a phone number that is a Google Voice or other VOIP number as TOP line - **Please use a Direct line (Hard number)**

**Please note: your submission will continue to fail if your Brand does not qualify for Sole Proprietor (e.g. you have a registered Tax ID or are not located in the U.S. / Canada). If your Brand does not qualify please register as a Standard Brand instead.**

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