



Number Porting Checklist

DO NOT MAKE ANY CHANGES TO THE LOSING CARRIER TELEPHONE ACCOUNT DURING THE PORTING PROCESS.
DO NOT CANCEL ANY SERVICES UNTIL AFTER ALL YOUR NUMBERS HAVE BEEN PORTED.

We will need to call forward one or more of your numbers during the cutover process, please check with the losing carrier to make sure you can call forward your number(s) when the time comes.

- List of Phone Numbers You Want To Port.
- Most Recent Copy Of Your Phone Bill(s), Every Page Of Your Bill Must Be Included, If You Are Porting Numbers On Different Accounts Send Copies For Each.
- Account Number Of Each Phone Number.
- Billing Telephone Number For Each Porting Phone Number . See Note 1
- PIN For Each Account. (If Applicable) See Note 2
- Service Address For Each Porting Phone Number, This Needs To Be What Is Shown On The Phone Bill or CSR.
- The Full Name Of The Authorized Person For Each Account.
- Customer Service Record (CSR) For Each Account. See Note 3

Notes.

1. Not all carriers use a Billing Telephone Number (BTN). If you don't see one on your phone bill, please contact the losing carrier to make sure there is not a BTN for the account.
2. Your account may not have a PIN. Please check with the losing carrier to confirm that there is not a PIN on the account.
3. A Customer Service Record (CSR) may not be necessary but will greatly increase the chances of a successful port acceptance.
4. Some carriers need to be given notice by you to unlock a number to port out.