

AccessPlug Letter of Authorization/Port Request Form

Your current provider and the FCC require that this Letter of Authorization (LOA) be submitted as proof that you are authorizing us to move the number to our network.

The process of porting your number will take a minimum of five (5) business days. It can take up to thirty (30) days for your request to be approved and processed. Once we receive a Firm Order Commit (FOC) date, you will be notified and your account will be charged the \$25 porting fee for each number. This applies to domestic numbers, provided they are on the same billing account. Toll-free numbers are charged \$35 per number, provided they are with the same carrier.

If you have any additional services on your existing line (DSL, forwarding, etc.) they must be removed prior to submitting this LOA. Please **do not** place an order to cancel your current service completely, as we will not be able to port the number. Please note that once this form has been processed, the porting process cannot be canceled.

Please provide separate signed LOAs for toll-free and domestic numbers. Be sure to include a copy of your most recent bill from your current provider. For mobile numbers, we need the account number and last 4 digits of your Social Security Number. (SSN) Fax to (703) 835-9694 or email to ports@digitalaroma.com.

Service Type: Business Residential

AccessPlug Username: _____

AccessPlug Account Number: _____

Company Name: _____

Service Address: _____

City / State: _____ / _____

ZIP Code: _____

Billing Telephone Number (BTN): _____

Print Name: _____

Authorized Signature: _____ Date: _____

(Mobile Only) Account Number _____ Last 4 of SSN _____

Numbers to Port:

