

## Local Number Porting Letter of Authorization - (Hosted PBX Services)

By signing this letter, you authorize Intermedia Communications to communicate with your current telephone provider in an effort to port your number(s). There will be a onetime fee per number port for this service.

Please fill in the required information below regarding your account with your **CURRENT phone service provider** (NOT your Intermedia account info). Refer to your current phone bill, or contact your current service provider if necessary.

<b>Account #</b>	<b>Account Billing Name:</b>
Type of Account:	If wireless, provide PIN, TaxID, and/or last 4#s of SSN:
Service Address: (Must reflect the SERVICE address on record with your current phone company. The address CANNOT BE A PO BOX, and it may be different from your current account billing address.)	
Street:	
City:	
State:	
Zip:	
<b>Current Carrier/Phone Service Provider:</b>	

**Numbers to be ported** (10 digits each, attach additional list if necessary):


***Please note:** A separate "Letter of Authorization" is required for each account if you are moving local numbers from multiple accounts with the same phone service provider or different providers)*

By signing below, I confirm that all information is accurate and that I have checked with my current provider that NO NUMBER LISTED ABOVE HAS DSL OR ALARMS SYSTEMS ASSOCIATED WITH IT.

<b>Signature</b>	
<b>Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Effective Date:</b>	
<b>Reference Intermedia Account and/or Order Number</b>	

***Note:** Your current phone service provider will not allow the port of your numbers to Intermedia without authorized signature from an account owner or administrator shown in their records for this account. By filling in the Signature field above, you agree to use an electronic document and an electronic signature. You understand that electronic signatures are legally binding in the United States and other countries.*

**Please return a completed form with a copy of the MOST RECENT telephone bill from your current service provider to the contact information below**

FAX:  
877-210-4015

EMAIL:  
hpbx-port-requests@intermedia.net

For more info on number porting see:  
[Number Porting Info](#)

## Instructions for completing the number porting request :

Thank you for your choice in porting your current telephone number(s) to Intermedia. We ask that you please read and follow all instructions on this form, so that we may port your current number(s) to our service successfully.

- Please ensure that all information provided to Intermedia (name, address and phone number) on this form EXACTLY matches the information on your current local telephone bill.
- Please return the completed and signed form and a copy of the MOST RECENT local telephone bill via one of these methods. The bill must show the name, billing and service addresses, all telephone numbers that need to be ported, and the name of the current telephone provider.
  - Fax: 877-210-4015
  - Reply to the Footprints case email and attach the two documents to the email message
  - Email the documents to [hpbx-port-requests@intermedia.net](mailto:hpbx-port-requests@intermedia.net)

If faxing or emailing, please add the FootPrint ticket ID in the submission so that we can cross reference this information with the case. It is included in the email you received regarding number porting.

### IMPORTANT:

- Please DO NOT contact your current service provider to disconnect service, as this will stop the porting process. You must keep the service until the porting process is complete.
- Please remember it is your responsibility to disconnect your service with the old service provider AFTER the port has been completed.
- Please DO NOT make any changes to your current account with the provider as it could cause complications.
- Please ensure that your account balance and any outstanding charges ARE paid off with the current provider or the provider will not release the numbers to us.
- Please make sure you DO NOT have DSL services or ALARM systems on ANY of the numbers you request ported to Intermedia. You will lose the DSL service. Contact the current service provider BEFORE submitting this form to Intermedia if you are not sure. We are not able to check this for you.
- Please fax over your MOST RECENT local telephone bill with this form. The bill must show your name, billing and service addresses, all telephone numbers you wish to port, and the name of your current telephone provider.
- A separate "Letter of Authorization" is required for each account if you are moving local numbers from multiple accounts with the same phone service provider or different providers)