



# Number Port – Letter of Authorization

WARNING: If you cancel your existing service before the number porting has been completed, you might not have a way to recover your phone number. Do not cancel your current service until you have received notification from OnRelay that your port has been completed.

### Statement of Authorization

The undersigned Customer agrees that they possess the legal authority to authorize OnRelay, its preferred carriers, subsidiaries, and/or authorized agents to make any and all inquiries necessary for the obtaining necessary information to obtain and maintain services. The Customer acknowledges that they have the legal authority to authorize OnRelay, its preferred carriers, subsidiaries, and/or authorized agents to act as Customer's agent for the purpose of taking any and all actions required to transfer the services on the telephone number(s) listed below to OnRelay

### Service Address:

The number(s) to be ported is currently billed to the following name and address:

### Current Carrier:

The number(s) to be ported is under contract with the following provider:

### Account Information:

Please list the numbers you would like to port below. All of the phone numbers must have the same service address. Note all numbers listed below must be associated with your company.

Number to Port	Account Number	PIN (if applicable)

By signing below I permit OnRelay or its designated agent to transfer my service from my current provider to OnRelay. I also authorize OnRelay or its designated agent to transfer my current telephone number used to provide service so that OnRelay may provide its service to me. By signing below, I also authorize OnRelay or its designated agent to obtain billing information, customer service records and other network information required to provide me with OnRelay service.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A bill copy is REQUIRED to authorize ownership of number(s). Please sign and email this form alongside your bill copy to [support@onrelay.net](mailto:support@onrelay.net), and do not hesitate to contact us if you have any questions.