# **Transfer Existing Numbers Process**



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# **Transfer Existing Numbers**

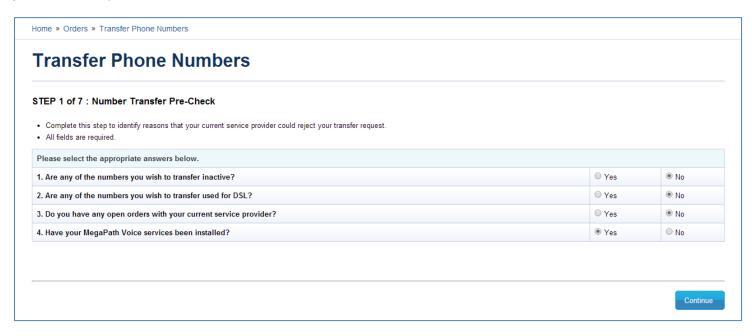
To transfer your existing telephone numbers from your current provider to MegaPath, click on the Transfer Now button. You'll find this button on the Orders page and on the Voice Services page. The following describes the Number Transfer process.

### To get started:

- 1. Log in to the MegaPath Customer Portal (<a href="https://my.megapath.com">https://my.megapath.com</a>)
- 2. Click Voice under Services
- 3. Click Transfer Now (Transfer Existing Numbers)
- 4. Follow the steps below

### 1. Number Transfer Pre-Check

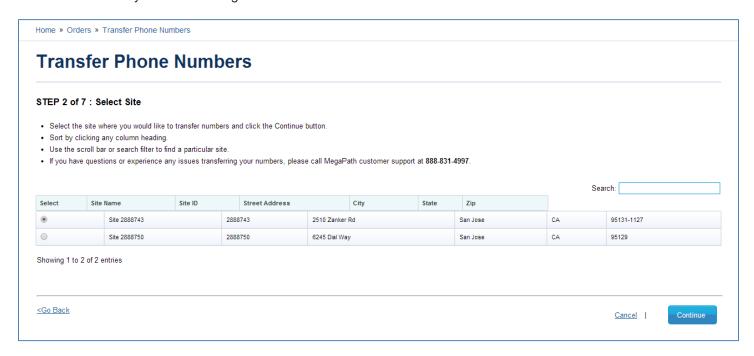
In this step you are required to answer few questions to identify reasons that your current service provider could reject your transfer request.





### 2. Select Site

In this step you are required to select site to which you wish to transfer your existing telephone numbers. You may search a site or sort table by column headings.



## 3. Add Accounts and Numbers

In this step you are required to enter your account information with your current provider and specify which numbers you wish to transfer by clicking **Add Account** link. You may enter local numbers as well as Toll Free numbers. You may enter number ranges as well as individual numbers which are not part of any range. You may also add multiple provider accounts with multiple current providers if needed.



Save For Later | Cancel |

Home » Orders » Transfer Phone Numbers **Transfer Phone Numbers** STEP 3 of 7: Add Accounts and Numbers Click the "Add Account" link to select accounts that you would like to transfer phone numbers from. You may find it helpful to reference your most recent invoice. Fields marked with an with asterisk(\*) are required. You will need to complete a separate form for each account that you would like to transfer telephone numbers from. Account Number Action 654123789 AT&T Edit I Remove 2 457896512 Verizon Edit I Remove Add Account

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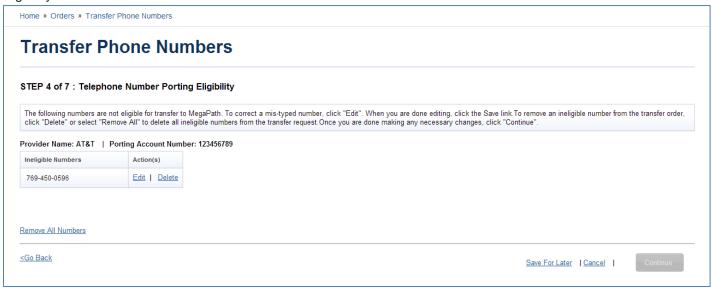


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Transfer Phone Numbers								
STEP 3 of 7 : Add Accounts and Numbers								
<ul> <li>Click the "Add Account" link to select accounts that you would like to transfer phone numbers from. You may find it helpful to reference your most recent invoice.</li> <li>Fields marked with an with asterisk(*) are required.</li> </ul>								
You will need to complete a separate form for each account that you would like to transfer telephone numbers from.								
em No. Account Number Provider Name Action								
	654123789			AT&T				
457896512			Verizon			Edit I Remove		
Add Account								
Enter Account Details								
Provider Name*:	XYZ TELECOM							
Account Number*:	4578124589	Billing Telephone Nu	mber(BTN): 206-902-1	000				
Enter information for the per	son authorized to make chang	es to this account.						
Name*: First Nam	e JOHN	Last Name DOE						
ob Title*:	MANAGER							
Phone*:	206-902-1005							
Enter the following informati	on as it appears on your invoic	ce for this account.						
Company Name* :	ABC CORP.							
Street Number Pre-Directions Roon City	all Select ▼ Street:* WES	BTERN  Building:  Zip Code:* 981	Unit:	Suffix/ Type: AVE	Post-Directiona Unit Value: 700	il: Select ▼		
nvoice Delivery Address: * @	<b>Ø</b> 5	Same as Service Delivery Addre	ss					
Street Number								
Pre-Directiona	al: Select ▼ Street:* WES	BTERN		Suffix/ Type: AVE	Post-Directiona	l: Select ▼		
Roon		Building:	Unit	3 STE ▼	Unit Value: 700			
City	11001.			OIL .	onit value. 700			
Enter telephone numbers tha outton.	at you wish to transfer from this	account. You can enter loca	I US Numbers or Tol	Free Numbers. Once y	you are done, click	the Save button and the	n Continue	
Number Range:		From 206-	902-8000 To	206-902-8050	Edit   Remove			
		From 206-		206-902-9050	Edit   Remove			
		Add Range						
ndividual Number:		20	6-902-7456 <u>E</u>	lit   <u>Remove</u>				
				lit   Remove				
		Add Number						
		<u>C:</u>	ancel   Save					
Go Back					Save	For Later   Cancel	Continue	



# 4. Telephone Number Porting Eligibility

In case you entered numbers which are ineligible for transfer (porting) such numbers are displayed in this step for you to take note of. You are then required to either edit such numbers in case you entered those numbers incorrectly in previous step or delete them from the transfer request. Once edited and saved such numbers will be revalidated for porting eligibility.



# 5. Replace or Reserve Telephone Numbers

In this step you are required select action that you wish to perform on each individual number and the range(s) that you wish to transfer. Since all numbers within a range are also listed as individual numbers, you may also selectively choose individual numbers from a range to perform certain action. You may use numbers you are transferring from your current provider to replace MegaPath- provided numbers, reserve transferred numbers for future use (growth reserve); or provision them as New DID (Direct Inward Dialing) numbers or Enhanced DID numbers based on your type of voice service. **Please Note:** There is a cost for some actions to be performed on the transferred numbers, thus when selected it will display a summary of fees below.



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## **Transfer Phone Numbers**

#### STEP 5 of 7 : Replace or Reserve Telephone Numbers

- In this step, you may use numbers you are transferring from your current provider to replace MegaPath-provided numbers, reserve transferred numbers for future use, or provision them as Direct Inward Dialing (DID)/ Enhanced DID numbers.
- If you have entered a range of numbers, you may divide the range into smaller sets of ranges and assign separate actions to each set. Or you may select an individual number from a range to perform the desired action indicated in the drop down menu.
- There is a cost for provisioning transferred numbers as new DID/ Enhanced DID numbers and for saving them as growth reserve numbers. You will see a summary of fees below once you click the Done button.
- Please make your selections below and click the Done button.

Number to be Trans	lerred			Select an Action	Select an Option			
1 Provider Name: AT&T Account Number: 123456789								
Number Range:	206-902-1000 T to 206-902-1050 T	206-902-1000 • to 206-902-1050 • Remove		Add To Growth Reserved N ▼ 3	Add To Growth Reserved Numbers			
206-902-2000 ▼ to 206-902-2025 ▼ Re				Provision as New Enhance ▼ 3	Provision as New Enhanced DID			
	Add additional ranges							
ndividual Number:	206-902-3001 ▼ Remove	206-902-3001 ▼ Remove			206-701-9671 ▼			
	Add To Growth Reserved N 🔻 🎱		Add To Growth Reserved N ▼	Add To Growth Reserved Numbers				
Add additional numbers								
2 Provider	Name: VERIZON Account Number: 98765432	1						
Number Range:	206-902-4000 ▼ to 206-902-4025 ▼	206-902-4000 ▼ to 206-902-4025 ▼ Remove			Provision as New Enhanced DID			
Individual Number:	206-902-7001 ▼ Remove			Replace an Existing Numb ▼ ③	206-743-9021 ▼			
				Select 206-701-9671 206-743-9020				
					206-743-9021 206-743-9022 206-743-9023			
Numbers saved for (	Growth Reserve, New DID and Enhanced DID				206-743-9024 206-743-9030			
	Qty One Time Charges		ime Charges	M 206-743-9052 206-905-4659				
Growth Reserve Nur	nbers				206-973-2130 425-483-3333			
206-902-1000 to 206-9	51 \$0.00			\$\frac{425-486-4803}{703-939-9281}				
800-456-7892	1	\$0.00		\$1.00				
Enhanced DID Numb	pers							
206-902-2000 to 206-9	26	26 \$52.00		\$13.00				
206-902-4000 to 206-9	02-4025	26 \$52.00			\$13.00			
	Order Total:	104	\$104.0	00	\$78.00			

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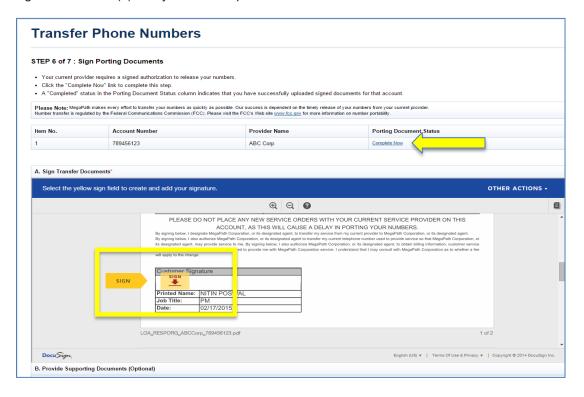
Save For Later | Cancel |

Continue

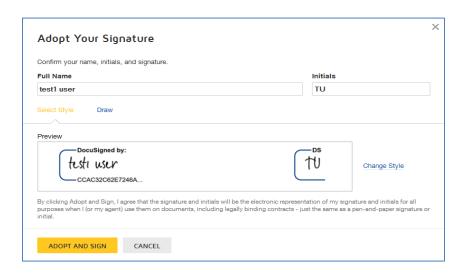


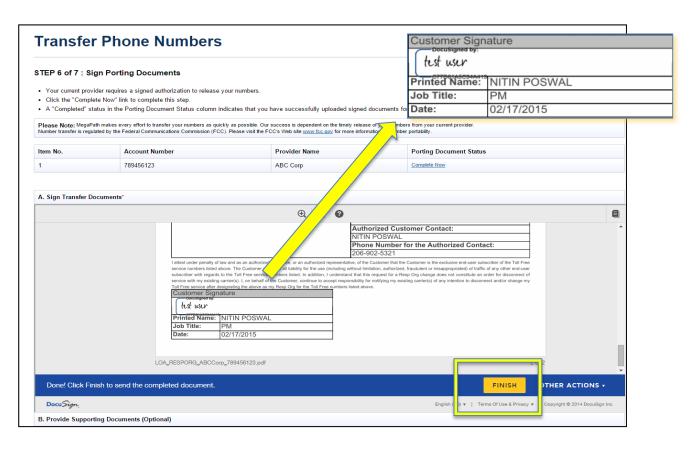
## 6. Sign Porting Documents

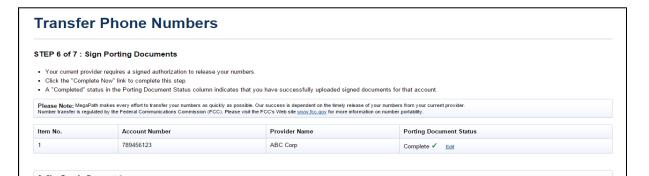
In this step you are required to provide signed porting documents i.e. Letter of Authorization (LOA) for local numbers and Responsible Organization (RESPORG) for Toll Free numbers for your current provider account by clicking corresponding **Complete Now** link. You may select a digital signature style or draw your real signature to digitally sign these documents for each individual provider account after accepting Terms and Conditions for using digital signatures to sign documents online. Once documents are signed for an account, the porting document status for that account would change to **Complete.** You may also click *Edit* to upload latest invoice in pdf format (if available) for a current provider account as supporting document which helps MegaPath expedite your number transfer request in case of discrepancies between the signed document(s) and your current provider's records.













# 7. Transfer Order Summary

In this step you may review the number transfer (porting) request summary and specify a reasonable date for number transfer along with any special instructions that you may want to specify. After accepting terms and conditions you may submit the transfer order.



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#### **Transfer Phone Numbers**

#### STEP 7 of 7: Transfer Order Summary

- Please review your number transfer order for accuracy.
- Please select a date for your numbers to be transferred. Allow at least 5 -6 business days.

Numbers to be Transferred					
1. Provider Name: AT&T	Account Number: 123456789				
Number Range:	206-902-1000 to 206-902-1050				
	206-902-2000 to 206-902-2025				
Individual Number:	206-902-3001				
	800-456-7892				
2. Provider Name: VERIZON	Account Number: 987654321				
Number Range:	206-902-4000 to 206-902-4025				
Individual Number:	206-902-7001				

Numbers saved for Growth Reserve, New DID and Enhanced DID						
	Qty	One Time Charges	Monthly Charges			
Growth Reserve Numbers						
206-902-1000 to 206-902-1050	51	\$0.00	\$51.00			
800-456-7892	1	\$0.00	\$1.00			
Enhanced DID Numbers						
206-902-2000 to 206-902-2025	26	\$52.00	\$13.00			
206-902-4000 to 206-902-4025	26	\$52.00	\$13.00			
Order Total:	104	\$104.00	\$78.00			

Special Instructions: \*Requested Date for Transfer: 09/20/2014

MegaPath makes every effort to transfer your numbers as quickly as possible. Our success is dependent on the timely release of your numbers from your current provider. Number transfer is regulated by the Federal Communications Commission (FCC). Please visit the FCC's Web site www.fcc.gov for more information on number portability.

#### Terms & Conditions

- . All fees quoted in this order shall be in addition to existing fees for Subscriber's previously ordered services.
- The service term for services ordered shall be coterminous with the initial voice service contract.
- Subscriber's order for MegaPath services is subject to the terms contained herein and to MegaPath's Terms and Conditions, found at Terms and Conditions.
- Subscriber understands that in addition to the fees quoted in this order, an early termination fee will be charged if Subscriber stops any service before the end of its circuit term.
   MegaPath will also provide certain optional services, subject to payment of additional fees. The early termination fees, optional service fees, and miscellaneous fees are set forth in MegaPath's Fee Schedule, found at Fee Schedule. Additional fees for voice services may be found at Additional Fees.
- Certain voice-related services (including use of 800 numbers) require the payment of additional fees. Subscriber agrees to pay all fees associated with the services ordered and authorizes MegaPath to charge Subscriber's credit card for such fees.
- This service order need only be executed by Subscriber. MegaPath may accept or decline the order as provided herein. MegaPath's provisioning of the service shall indicate Subscriber's acceptance of the order.

#### Please read and accept the following before submitting your transfer request service order:

By placing this order, I agree that I am authorized to accept and submit the service order on behalf of Subscriber.

By placing this order, I agree to bind Subscriber to all Terms, Conditions, and Fees that govern this service order.

🕏 By placing this order, I acknowledge that I have been provided a summary of the services to be ordered, as well as all applicable fees on the order submission page and agree that this summary is accurate

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