



INTERNET | PHONE | WIRELESS FIBER

**LETTER OF
AUTHORIZATION (LOA)**
to Transfer Phone Numbers

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845 Red Hills Parkway, St. George, UT 84770

Everyone at AWI Networks appreciates and thanks you for choosing us to be your unified communications provider. To make sure your service is set up as quickly and accurately as possible, please complete this packet in and return it to AWI Networks.

Phone Number Porting Steps:

1. **DO Complete all sections of the form below and send it back to AWI Networks.**
 - AWI Networks Letter of Authorization (LOA)*
 - A copy of your most recent phone service invoice(s).
2. **DON'T make changes to your current phone service account.****
 - Keep your phone service active with your current provider until your transfer is completed.
 - Once your phone system is completed and working properly, you can then contact your old provider to close out your account.
3. **Wait!**
 - Phone number transfers usually take 10 days to process from the day they are submitted.
 - AWI Networks will manage the transfer process on your behalf. We cannot guarantee that your number(s) can be transferred. In rare cases, numbers are non-transferable due to restrictions from your current provider.

*Do Be Exact! The information on your LOA must exactly match the account name, authorized name, service address, and billing telephone number (BTN) that your current provider has on their Customer Service Record (CSR). If there is a mismatch, your transfer may be rejected or delayed. It may become necessary for you to contact your current provider to obtain correct information if your transfer is being rejected.

**Disconnected numbers CANNOT be transferred. Please wait until your number has been completely transferred before calling to cancel service with your current provider.



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LETTER OF AUTHORIZATION

This letter authorizes AWI Networks as agent for the purpose of changing the end-user's preferred local exchange carrier ("Preferred Carrier Change") and porting the telephone number(s) listed below from the current local exchange carrier to AWI Networks (Local Number Portability "LNP").

I hereby authorize AWI Networks and its providers to obtain information about and/or copies of my network services configuration and to order and manage negotiations for the transfer of local telecommunications service for the telephone number(s) listed below.

Current Service Provider:		
Account Name:		
Account Number (and PIN if available):		
Physical Address:		
City:	State:	ZIP:

(Optional) Requested Port Date*:

*(date must be greater than 10 days from current date)

Numbers Transferring:	Voice or Fax?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This letter of authorization will be effective for Preferred Carrier Change and LNP purposes only and does not permit AWI Networks to acquire any additional information not pertaining to this matter.

Accepted by Subscriber (Signature):	
Print:	Date:
Backup Contact Phone Number NOT Being Ported:	
Authorized Name (If Different):	

Directory Listing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How Listed?:
Caller ID:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How Shown?:

Notes: