# Porting Numbers

Signup assigns two temporary phone numbers to your account. We will handle transferring your phone numbers in AFTER we have your system setup and working. When your system is setup and working well, the port process can be initiated from your portal under

**My Services > Numbers > Port Request button**

This will generate a Letter of Agency (LOA) which you must printout, sign/date, and scan back to us, along with a scan of the most recent billing statement or online account page for the number(s) being ported.

If you fail to print the LAO or lose the page, go to the Support link in the upper right hand corner of the portal screen and scroll all the way down to find the porting service ticket. Please scan the LOA and Invoice(s) to this service ticket.

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