

# RespOrg Change Overview

## (Toll Free Number)



1

### Billing Contact Information

The **Authorized User** on the account needs to be listed in this section. The authorized user is recognized by the current provider as being responsible for the invoice on the account.

Note: The authorized user could be someone different than listed on the bill. Name and address mismatch is one of the main reasons for porting rejections and delays. The authorized user is usually listed on the Customer Service Record.

2

### The Name of the Current Responsible Organization (If Known)

This extra information helps us quickly identify your current RespOrg and is useful for completing the process. You may skip this step if you do not know your current RespOrg.

3

### CallSource ID

This is CallSource's RespOrg ID and it is used to port your number(s) internally.

4

### Telephone Numbers to be Ported

List the numbers you want to port-in within this section. You may port as many lines as you wish. Please use the additional numbers sheet for additional numbers if your port request exceeds the space on the last page of the form. Please duplicate the last page as needed.

5

### Authorization

Please have the authorized user print, sign and date the document acknowledging CallSource is provided permission to port your Toll Free lines.