

# Business Number Porting Checklist

1. Gather Account Information

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2. Review Existing Contracts

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3. Verify Numbers to Port

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4. Check Porting Eligibility

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5. Notify Stakeholders

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6. Submit Porting Request

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7. Schedule Porting Date

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8. Test Incoming and Outgoing Calls

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9. Update Phone Systems/IVR

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10. Confirm Successful Porting

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