



Letter of Authorization for Local Number Porting (LOA)

This letter authorizes RingPlan to initiate a port request.

All information must be entered exactly as shown on the Customer Service Record (CSR) of the current carrier. In addition to completing this form, you will need to provide a copy of your latest bill/invoice.

For information on how to fill out an LOA, [Click Here](#)

Complete this form by downloading the PDF file and using a PDF reader, do not use a web browser.

CARRIER INFORMATION	
Carrier Name	<input type="text"/>
Account / Company Name	<input type="text"/>
Account Number	<input type="text"/>
Billing Telephone Number (BTN)	<input type="text"/>
PIN (if available)	<input type="text"/>

SERVICE ADDRESS	
<i>Use the Service Address, not the Billing Address (unless they are the same). The address CANNOT be a P.O. BOX.</i>	
Address	<input type="text"/>
Suite/ Unit	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Zip / Postal	<input type="text"/>

LOCAL PHONE NUMBER(S) TO TRANSFER
<i>Separate with commas. For ranges, use a dash (i.e. 2163215000- 2163215999). Please make a note below if you are attaching a separate list of numbers.</i>
<input type="text"/>

IMPORTANT: Do **NOT** cancel your current provider's phone account until RingPlan has confirmed that all requested numbers have ported successfully to our service. After porting has completed, the Customer is solely responsible for the cancellation and or disconnection of any services associated with the losing carrier.

Porting numbers usually take approximately 2 weeks from submission. It may take up to 4 weeks if the information provided does not match what your current carrier has on file.

By submitting this form, I designate Zray Technologies, Inc. DBA "RingPlan" or its designated agent to transfer my service from my current provider to RingPlan. I also authorize RingPlan or its designated agent to transfer my current telephone number(s) so that RingPlan may provide its service. I further authorize RingPlan or its designated agent to obtain billing information, customer service records, and other network information required to provide me with RingPlan service. I understand that I may consult with RingPlan as to whether a fee will apply to the change. Additionally, I agree with all RingPlan's Terms and Conditions as stated on www.ringplan.com.

AUTHORIZED SIGNATURE	PRINT NAME	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please email completed form with a copy of your latest bill/invoice to pm@ztelco.com.

NOTE: Invalid or missing information will result in delays and/or rejected orders