

Transfer Your Number to AT&T

You can transfer 1 or more wireless numbers from non-AT&T service providers to AT&T individual plans. Additionally, you can transfer a single wireless number to an AT&T individual plan. For more information, see Transfer Your Number to AT&T FAQ.

Note: The steps in the following procedure take you to pages where you can purchase a device and rate plan from AT&T.

You can transfer a number if:

- You have a billing account.
- You need to set up a new billing account for the transferred number.

You can transfer wireless numbers to:

- A new plan under the same billing account—See Transfer 5 lines or fewer to a new plan on an existing billing account.
- A new billing account—See Transfer 5 lines or fewer to a new billing account.

Transfer 5 lines or fewer to a new plan on an existing billing account

- 1. Log in to **Premier**, and then click **Shop**.
- 2. If prompted, select the applicable employee group.
- 3. On the Create an Order page, select Up to 5 lines of service, and then click Continue.
- 4. On the Let's Get Started page, select Shop new service or Bring a device to AT&T.
- 5. Enter the wireless user's ZIP Code.
- 6. Select **Transfer this phone number**, and then enter the number you want to transfer.
- 7. Provide the billing account information, and the click Continue.
- 8. Continue with your device purchase, or rate plan selection for the device you're bringing to AT&T.
- 9. On the **Shopping Cart** page, to transfer more than 1 wireless number, select **Add Another** Line of Service.
- 10. Repeat steps 4-8 for each wireless number you want to transfer.
- 11. Provide the necessary checkout information.
 - For each wireless number, provide contact and shipping information, exactly as it appears on the existing account. Inaccurate information may delay order processing.
 - Enter information required by your organization, such as **Department** or **Employee ID**.
 - In the Local Number Portability (LNP) area, select the I authorize AT&T to port (keep my number) option.
 - In the Local Number Portability section, select the current service provider for the number you want to transfer from the Pre-saved LNP list
 - Enter the applicable information if the number is owned by a business or an individual.



- Enter tax identification information. If your business has a **Tax ID Number**, enter that identifier. Otherwise, either the account holder's Social Security Number (SSN).
- Click Continue.
- On the next page, Billing & Payment Information, complete the information in the required fields, and then click Continue. The Review Order page appears.
- 12. Read and accept the service agreement, check the I agree that this purchase (a) has the service commitment I selected, and (b) is subject is subject to my organization's Business Agreement. (Required to continue) box, and then click Complete Order.

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Transfer 5 lines or fewer to a new billing account

- 1. Log in to **Premier**, and then click **Shop**.
- 2. If prompted, select the applicable employee group.
- 3. On the Create an Order page, select Up to 5 lines of service, and then click Continue.
- 4. On the Let's Get Started page, select Shop new service or Bring a device to AT&T.
- 5. Enter the wireless user's ZIP Code.
- 6. Select **Transfer this phone number**, and then enter the number you want to transfer.
- 7. Select Create a new account, and then click Continue.
- 8. Continue with your device purchase, or rate plan selection for the device you're bringing to AT&T.
- 9. On the **Shopping Cart** page, to transfer more than 1 wireless number, select **Add Another** Line of Service.
- 10. Repeat steps 4-8 for each wireless number you want to transfer.
- 11. Provide the necessary checkout information.
 - For each wireless number, provide contact and shipping information, exactly as it appears on the existing account. Inaccurate information may delay order processing.
 - Enter information required by your organization, such as **Department** or **Employee ID**.
 - In the Local Number Portability (LNP) area, select the I authorize AT&T to port (keep my number) option.
 - In the Local Number Portability section, select the current service provider for the number you want to transfer from the Pre-saved LNP list
 - Enter the applicable information if the number is owned by a business or an individual.
 - Enter tax identification information. If your business has a **Tax ID Number**, enter that identifier. Otherwise, either the account holder's Social Security Number (SSN).
 - Click **Continue**.
 - On the next page, **Billing & Payment Information**, complete the information in the required fields, and then click **Continue**. The **Review Order** page appears.
- 12. Read and accept the service agreement, check the I agree that this purchase (a) has the service commitment I selected, and (b) is subject is subject to my organization's Business Agreement. (Required to continue) box, and then click Complete Order.

Questions about your order

For information about how to check your order status, shipping, and other order-related topics, see the **Orders** section of the **Support** page.



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