Transfer a Number to Another Billing Account

You can transfer a wireless number or a MetroCell® group number from one billing account you manage to another. A MetroCell group number is a 10-digit number that identifies a group of AT&T MetroCell devices located together.

**Note:** Both billing accounts must exist under the same foundation account.

Transfer a number to another billing account

1. On the Premier homepage, from the I want to list on the taskbar, select Move to another billing account.
2. Enter the wireless number you want to move, and then click Go. The Reassign Billing Account page appears.
3. Verify the wireless number is correct, and then click Continue.
4. Under Destination Account Information:
   - Enter an existing billing account number and ZIP Code where you want to transfer the wireless number.
   - Click Create New Billing Account, and then complete the required fields.
5. When you're finished, click Continue.
6. Do one of these things:
   - If the Select Employee group page appears, select an employee group for the wireless number.
   - If the Labels page appears, enter user defined labels for the wireless number.
   - If the Information page appears, in the Include Rate Plan Change with this request list:
     - Select Yes to change the wireless number’s rate plan.
     - Select No to keep the existing rate plan.
7. Click Continue. The Verify page appears.
8. Verify that the information is correct, and then click Submit. The Confirm page appears.

After you submit the request, we’ll send you a confirmation email. We’ll also notify you by email when the request is complete.

Check on your request

To check the status of your transfer request, on the Premier homepage, under Transaction History, click Search Transaction History, and then enter the request (transaction) ID.