



# Number Portability Letter of Agency

Dear Customer:

Welcome and thank you for choosing j2 Global Communications, Inc. ("j2") as your provider for unified messaging services. Due to recent changes in the law, you may continue to use your existing telephone number for j2's services by transitioning your current telephone number to j2's provider. j2 will work with your current service provider to insure that your service is uninterrupted. Please note that this process may take up to twenty (20) business days to complete. j2 will notify you that your number has been successfully transferred. We will also notify you in case there are any unusual delays.

Your prior service provider requires this letter as proof that you have explicitly authorized the transfer of the number(s) listed below. By filling in the information below, signing and dating this letter, you authorize j2 and its provider to: (a) act as your agent for the purpose of porting the telephone numbers listed below from your prior carrier to j2's carrier, (b) transfer the numbers below so that j2 may provide its services through your j2 account and (c) obtain billing information, customer service records and other network information. This agency shall continue in effect until you are notified of its cancellation in writing. Additional costs may apply for the transfer.

**Please fill out the information requested below and fax the signed copy back to j2 Global at 888-408-2529 or email it to [orders@onebox.com](mailto:orders@onebox.com) along with your phone bill which shows the number that you're porting to us, name and billing address. You will receive confirmation within 1 business day. If you do not receive confirmation, please refax your submission again.**

\_\_\_\_\_  
Authorized Representative's Signature  
(required)

\_\_\_\_\_  
Print Full Name  
(required)

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Today's Date (required)

( ) \_\_\_\_\_  
**Primary Telephone Number to Move**

( ) \_\_\_\_\_  
Additional Telephone Numbers to Move

( ) \_\_\_\_\_  
Additional Telephone Numbers to Move

( ) \_\_\_\_\_  
Additional Telephone Numbers to Move

\_\_\_\_\_  
Current Service Location Address &/Or Billing Address on Telephone Bill City State Zip  
(required)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Current Onebox Account Phone # (required)

**Section below For Carrier Use Only:**

PLEASE RELEASE TOLL FREE(S) NUMBERS TO:

**j2 Global Communications C/O TIMESHIFT INC, RESPORG ID: JFX99**

[REDACTED]

[REDACTED]