



12800 NW Bishop Road  
Hillsboro, OR 97124  
503-647-5957

info@coho.net

## Instructions to Transfer Your Phone Number to Whiz to Coho Inc.

### STEP 1 – Fax or Email all Paperwork to 503-214-5490 or Support@coho.net

1. The completed and signed Letter of Authorization (LOA) form.
2. A copy of your most recent phone bill listing your local number, name of account holder and billing address.  
Bill copy must be dated within the last 30 days and must list the Local number being transferred.  
Please Note: If porting a *mobile* number you must include on the form either a) last four digits of wireless subscriber's Social Security Number, or b) Wireless account number along with the PIN for the account.

### STEP 2 – Whiz to Coho, Inc. will submit the number transfer request to our carrier

- Plug in the equipment provided by Whiz to Coho, Inc. You can start using it for outgoing calls.
- Your existing local number will continue to function under your existing carrier while your order is being processed. Typical processing time is under 14 business days, but some transfers can take up to 30 business days.
- Please be sure to keep your number active with your existing carrier until you receive confirmation from Whiz to Coho, Inc. that we have taken possession of your number.
- Note: we cannot guarantee we will be able to port your number, as some numbers are non-portable depending upon your current carrier's terms of service

### STEP 3 – Number transfer completed

You will know that the transfer is complete when you start receiving call on the new equipment and no longer receive any on your old phone. You can cancel your old account at this point.

So long as your account remains active at your existing carrier while the request is processed, it is unlikely that you will experience any down time. Nevertheless, while we never anticipate any problems, it is possible that your Local number may be unavailable for a short period of time during the final stages of the transfer.

If you have any questions, contact our support team at 503-647-5957.