



LETTER OF AUTHORIZATION (LOA)

Dear Customer,

In order to provide AT&T Online Fax to your current number, a Letter of Authorization (LOA) must be completed by the person who has the phone number to move (port) the number. You must provide the name and service address for the number you want to use with AT&T Online Fax – Multi-line. The LOA must be dated and signed by the person who has the authority to act as a legal agent. Once the LOA is submitted, our provider will work with your current service provider to see that service will not be interrupted during the transfer.

By filling in all the information requested below and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone number to CenturyLink®.

Please ensure the following information is accurate so you can begin using your new AT&T Online Fax service soon.

Current Service Provider

Person Authorized to Make Request:

Email Address:

Billing Address:

By signing this form, I am authorizing CenturyLink® to be my new telephone service provider for AT&T Online FaxSM in place of the current service provider I listed above. I authorize CenturyLink® to act as my agent to make this change happen, and direct my current service provider to work with CenturyLink® and its related entities for this service to make the change.

I wish to select CenturyLink® as my new service provider or network carrier for the telephone number(s) listed on the *AT&T Fax Porting Number Form*. I select CenturyLink® as the network carrier for all local calls for this number, all intrastate toll calls for this number, and all interstate toll and international calls for this number.

By signing below, I designate CenturyLink® to transfer service from my current service provider to CenturyLink®. By signing below, I also authorize CenturyLink® to obtain billing information, customer service records, and other information required to provide service on the CenturyLink® network. I understand that I will not be charged a one-time fee for a change in providers. If I later wish to return to my current provider, I may be required to pay a reconnection charge to that company. I also understand that the AT&T Online Fax service includes the monthly service charge from CenturyLink®.

I attest that I have reviewed and understand this Letter of Authorization, I am at least 18 years of age, and I am authorized to execute this Letter of Authorization.

Printed Name of Authorized Representative: _____

Date: _____

Authorized Representative Signature: _____

Please print this, complete it and return by one of the following methods:

1. Scan and email to multilinesupport@websites.att-mail.com
2. Fax to 844.273.8998

Once you submit the completed form you will get periodic emails as it is processed, which typically takes from 7-10 business days to complete.

As a reminder, do not cancel your current service until the port has been completed. Once the number is moved you will no longer be able to use the number to make or receive calls as it will be dedicated to your fax service.

If you have any questions please contact technical support at 888.932.4678.

Thank you,

AT&T Website Solutions