

CHANGE YOUR PHONE NUMBER

This guide walks through the process of changing your Phone Number on a specific line of service through the **My U.S. Cellular Business Account** portal.

Please note that only one phone number can be changed at a time through the "Subscriber Dashboard."

- 1** Log into your *My U.S. Cellular Business Account* with the login credentials provided to you by your Business Sales Support Specialist.
- 2** On the portal landing page, click "**Subscribers**" and search by phone number or by the name of the line's owner.

Search

To get started, search for an Account or Subscriber

[Accounts](#)[Subscribers](#)[Activate an Ordered Device/SIM](#)

Search by Subscriber

OR

Mobile Phone Number

- If more than one subscriber fits the criteria entered, locate and click on the correct subscriber. You will be directed to the **Subscriber Dashboard**. Under **Subscriber Info**, the current phone number assigned for that line is displayed.

Click on **"Change Phone Number,"** under **Subscriber Info**.

Subscriber Info

Subscriber Name
[Redacted]

Phone Number
[Redacted] [Change Phone Number](#)

Status
Active

☒ Data Priority Service [i](#)
☒ Voice Priority Service [i](#)

[Replace SIM](#)

Apple iPhone 8
[Change Device](#)

Payments
This device has been fully paid off
☒ Eligible for upgrade [Upgrade Device](#)

Plan
Shared Data All Devices - Business 100 Line Max **\$0.00/mo.**

Features
Subscriber Features (1) [Change](#)
SD Business Access - Smartphone **\$40.00/mo.**
Group Features (1) [Change](#)
All Devices-\$750-150GB **\$750.00/mo.**

- A **"Change Phone Number"** dialog box appears requesting details to process the request. Fill in **"State," "City"** and **"Area Code"** fields. Then click **"Change Phone Number"** button at the bottom right.

Change Phone Number

Choose a location

*State *City *Area Code

[Cancel](#) [Change Phone Number](#)



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A confirmation message will display at the top of your Subscriber Dashboard screen, along with any additional instructions that are required.

Note: A confirmation email will also be provided that will list the details of your order and a copy of these instructions.