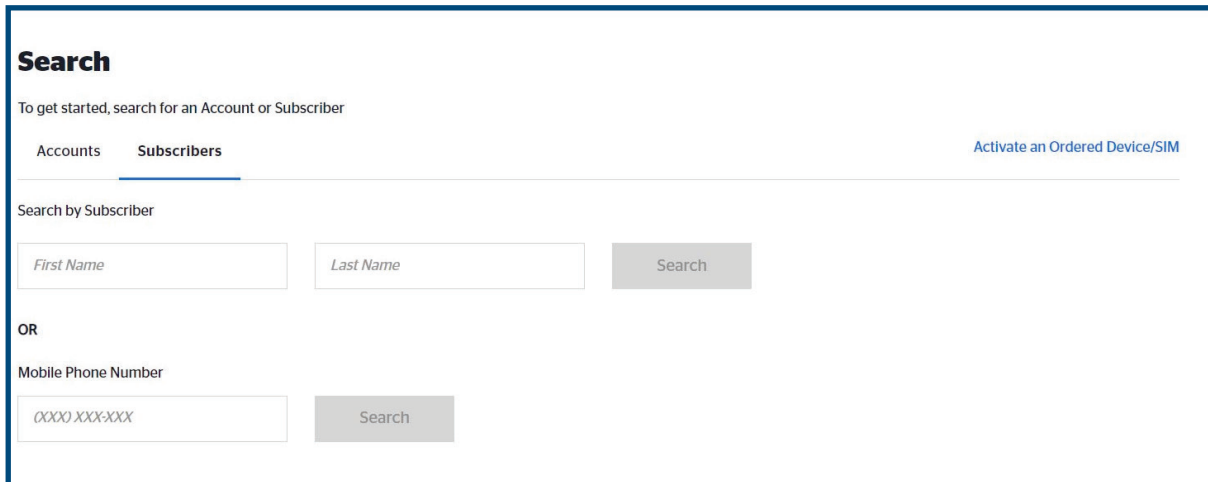


# CHANGE YOUR PHONE NUMBER

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.

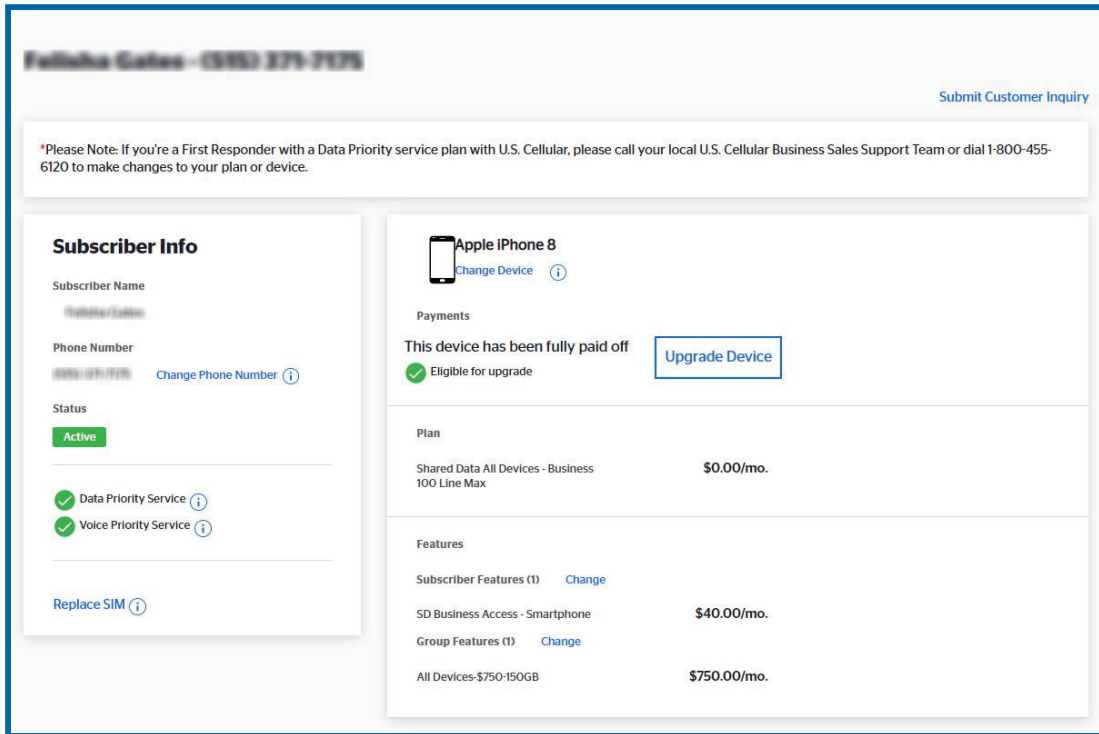
Please note that only one phone number can be changed at a time through the "*Subscriber Dashboard*."

- 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.

A screenshot of the "Search" interface in the My U.S. Cellular Business Account portal. The page has a white background with a blue border. At the top left, the word "Search" is in bold. Below it, the text "To get started, search for an Account or Subscriber" is displayed. There are two tabs: "Accounts" and "Subscribers", with "Subscribers" being the active tab. In the top right corner, there is a link that says "Activate an Ordered Device/SIM". Under the "Subscribers" tab, there is a section titled "Search by Subscriber" with two input fields: "First Name" and "Last Name", and a "Search" button. Below this, there is an "OR" separator and a section titled "Mobile Phone Number" with a single input field containing the placeholder "(XXX) XXX-XXX" and a "Search" button.

- 3 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**.



**Felisha Gates - (518) 379-7176** Submit Customer Inquiry

\*Please Note: If you're a First Responder with a Data Priority service plan with U.S. Cellular, please call your local U.S. Cellular Business Sales Support Team or dial 1-800-455-6120 to make changes to your plan or device.

### Subscriber Info

Subscriber Name  
Felisha Gates

Phone Number  
(518) 379-7176 [Change Phone Number](#)

Status  
**Active**

- ✓ Data Priority Service
- ✓ Voice Priority Service

[Replace SIM](#)

**Apple iPhone 8**  
[Change Device](#)

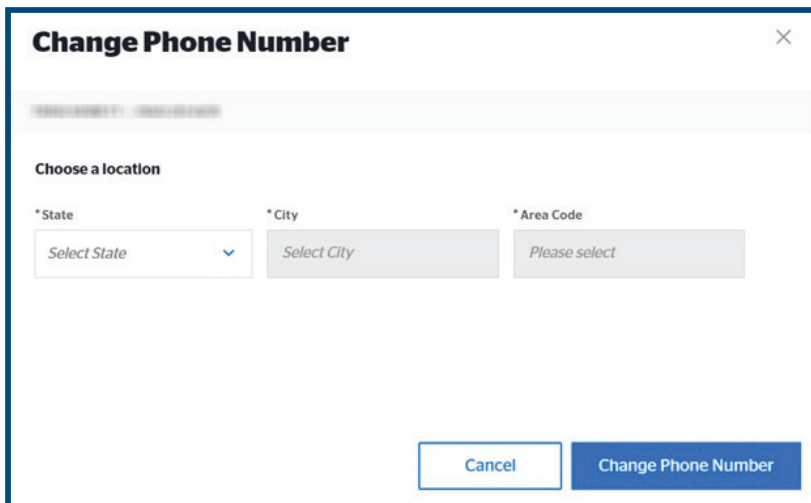
Payments  
This device has been fully paid off  
✓ Eligible for upgrade [Upgrade Device](#)

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.**

- 4 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** [Close]

Choose a location

\*State  \*City  \*Area Code



- 5** 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.*