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## Move Subscriptions from one Customer to another

Simply follow the instructions below:

1. Export the data for the relevant objects below to an Excel spreadsheet by using (or creating) a report, or else by exporting from a screen view.
  - ◆ Service Locations
  - ◆ Subscribers
  - ◆ Subscriber charges
2. Manipulate the columns in each worksheet so that they match the Location, Subscriber and Subscriber Charges import templates.
3. Change the Effective from date to the date that you wish for the change to be effective.
4. Change the Customer Account Number column per your spreadsheet for the Subscribers and Service Locations
5. Terminate (close) the existing Subscriptions under the client 8CC-ON as of the day ***prior*** to the one you wish for the change to be effective
6. Import the Locations, Subscribers and Subscriber Charges
7. Verify that everything is correct.

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