**PORTING INTERFACE**

**SUBMITTING LSR**

1. Click New LSR.



1. Enter the required information. Fields marked with a red asterisk (\*) are required.





1. Click submit.



1. If there are errors, you will be directed to the fields that must be corrected. Make all necessary changes, then click Submit.





1. If there are no errors, you will get a blank form that says “New LSR Saved”.



1. All orders are worked within 4 hours.