

Short Code Transfer - Recipient

STEP BY STEP INSTRUCTIONS ON HOW TO RECEIVE A SHORT CODE TRANSFER.

Version 1.0

Effective Date: 1/1/2026

Related Links & Guides

- [Onboarding a Short Code](#)
- [Short Code Transfer - Sender](#)

Getting Started

This guide covers how to accept a Short Code transfer into your organization.

Before you begin, locate your Account ID to provide to the Sender and verify you have a Brand added to your account.

Note: Only the Short Code transfers - not the associated Brand or Content Provider. After accepting, you will need to associate your own Brand and Content Provider and complete the onboarding process.

If you need to initiate a transfer, see the Short Code Transfer - Sender User Guide.

Short Codes

2 Total Codes 2 Need Onboarding Action 2 Need Billing Action

0 Auto Renew 2 Expired

Incoming Transfers
Below is a list of Short Codes that are pending transfer into your account.

Short Code	From Account	From Organization	Brand	Request Date	
227738	210	MessagesMadeSimple		10/6/2025	Decline Accept

Incoming Transfer Request

When a Sender initiates a transfer, you will receive an email notification.

To respond:

- Click **View Transfer** in the email

OR

- Go to the **Short Codes** page within the registry. Your incoming transfers will appear on the top of the page

Subject: Incoming Transfer Request for Short Code {{short_code}}



Short Code Transfer: Accept or Decline a New Transfer

You have an incoming transfer request for Short Code {{short_code}} initiated by {{sending_organization}}. Please accept or decline the transfer.

You can view all incoming transfers and respond to requests in the Short Code Management section. To be directed to this transfer request, click the View Transfer button below.

View Transfer

Best Regards,
The Short Code Registry

Need Help? Forward this e-mail along with a description of your issue or request to CSO@usshortcodes.com to create a support ticket or call 1-888-625-8166.



Receiving a Code Transfer

Select **Short Codes** from the blue navigation bar on the left side of your screen.

The Incoming Transfers section displays all pending transfer requests. Before responding, verify you have a Brand added to your account:

- Click Brands in the navigation bar to check
- If you don't have a Brand, follow the Add Brand User Guide before proceeding

To respond to the transfer request:

- Accept Instructions
- Decline instructions

The screenshot shows the 'Short Codes' dashboard for 'TestOrg1MC'. The left navigation bar has 'Short Codes' highlighted. The main content area includes summary cards for 'Total Codes' (2), 'Need Onboarding Action' (2), and 'Need Billing Action' (2). It also shows 'Auto Renew' (0) and 'Expired' (2) counts. The 'Incoming Transfers' section is highlighted with a red box and contains a table with one pending request.

Short Code	From Account	From Organization	Brand	Request Date	
227738	210	MessagesMadeSimple		10/6/2025	Decline Accept

Accept Incoming Transfer

Click **Accept** in the Incoming Transfers section.

A confirmation screen will appear. Review carefully:

- Lease expiration date - You inherit the remaining lease term
- Payment responsibility - You assume ongoing payments
- Terms and conditions

To finalize:

1. Check the box to acknowledge the Terms & Conditions

2. Click **Accept Transfer**

Cancel – Click **Cancel** to exit without accepting. The transfer will remain pending.

Transfer Successful

The transfer is complete.

You must now onboard the Short Code to generate a statement for submission to carrier systems.

Click **Start Onboarding** or see the **Onboarding a Short Code User Guide**.

Transfer Short Code #227738



The Short Code #227738 has been successfully transferred from the Account ID 210. You will need to onboard the Short Code to start using it.

Start Onboarding →

Transfer Confirmation Email

A confirmation email will be sent after you accept the transfer.

Subject: Incoming Transfer Accepted for Short Code {{short_code}}



Short Code Transfer: Incoming Transfer Successful

You have accepted the transfer of Short Code {{short_code}}. The short code is now in your account and will remain valid until the end of the current lease.

To continue using this short code after the lease expires, you will need to select a new lease term.

[View Transfer](#)

Best Regards,
The Short Code Registry

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Transfer Accepted

The transferred Short Code now appears in your account with a billing status of **Paid (Transferred In)**.

This indicates the code was transferred to you with its existing lease. You can now proceed with onboarding.

TestOrg1MC Te

- Order a Short Code
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Short Codes

9
Total Codes

6
Need Onboarding Action

3
Need Billing Action

0
Auto Renew

3
Expired

Only Active Codes ?

🔍

Short Code	Onboarding	Program	Use Type	Term	Order #	Brand	Content Provider	Billing Status	Lease Start
<input type="checkbox"/> 23212	Action Needed	Standard	Normal	N/A	N/A	N/A	N/A	Paid (Transferred In) Valid Until 01/21/26	10/22/2025
<input type="checkbox"/> 22577	Not Started	Standard	Normal	3 mo.	13930	N/A	N/A	Paid (ACH) Valid Until 01/14/26	10/15/2025
<input type="checkbox"/> 22566	Not Started	Standard	Normal	3 mo.	13463	N/A	N/A	Expired CSO Review	10/14/2025
<input type="checkbox"/> 20432	Not Started	Standard	Normal	3 mo.	13435	N/A	N/A	Paid (Card) Valid Until 01/13/26	10/14/2025
<input type="checkbox"/> 20404	Complete	Standard	Normal	3 mo.	13423	T Transfer Code ...	Test	Paid (Card) Valid Until 01/13/26	10/14/2025
<input type="checkbox"/> 60729	Not Started	Standard	Normal	3 mo.	11675	N/A	N/A	Paid (ACH) Valid Until 01/05/26	10/6/2025
<input type="checkbox"/> 227738	Complete	Standard	Normal	6 mo.	N/A	T Test	Test	Paid (Transferred In) Valid Until 03/24/26	9/25/2025
<input type="checkbox"/> 22661	Complete	Standard	Normal	6 mo.	7177	T Test	Test	Expired CSO Review	9/12/2025

Decline Incoming Transfer

Click **Decline** in the Incoming Transfers section.

A confirmation screen will appear. To proceed, click **Decline Transfer**.

Cancel – Click **Cancel** to return to the pending transfer without declining.

The screenshot shows the 'Short Codes' dashboard for 'TestOrg1MC'. At the top, there are three summary cards: 'Total Codes' (2), 'Need Onboarding Action' (2), and 'Need Billing Action' (2). To the right, there are two more cards: 'Auto Renew' (0) and 'Expired' (2). Below these is the 'Incoming Transfers' section, which contains a table of pending transfers. The table has columns for Short Code, From Account, From Organization, Brand, and Request Date. A single row is visible for Short Code 227738, From Account 210, From Organization MessagesMadeSimple, and Request Date 10/6/2025. At the end of this row are two buttons: 'Decline' (highlighted with a red box) and 'Accept'.

Short Code	From Account	From Organization	Brand	Request Date	
227738	210	MessagesMadeSimple		10/6/2025	Decline Accept

Incoming Transfer Request for Short Code #227738

MessagesMadeSimple, with account ID **210** wishes to transfer a Short Code, 227738, to your account, are you sure you want to decline it? You cannot undo this action.

Cancel

Decline Transfer

Declined Transfer Email

A confirmation email will be sent after you decline the transfer.

Subject: Incoming Transfer Declined for Short Code {{short_code}}



Short Code Transfer: Your Transfer Decline is Confirmed

You have declined the transfer of Short Code {{short_code}}. The short code remains in the sender's account. No action is required from you.

[View Transfer](#)

Best Regards,
The Short Code Registry

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Transfer Cancelled Email

If the transfer was cancelled by the sender before you accepted, you will receive an email informing you of the pending transfer request being cancelled

Subject: Incoming Transfer Cancelled for Short Code {{short_code}}



Short Code Transfer: Incoming Transfer Cancelled by Sender

The incoming transfer request for Short Code {{short_code}} has been cancelled by the sender. No action is required from you.

[View Transfer](#)

Best Regards,
The Short Code Registry

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Transfer Cancelled as Short Code Aged Out Email

If a Short Code reaches its expiration date and remains unpaid for 60 days, it will age out. An aged-out Short Code is one that has passed the sixty-day post-expiration period without renewal and automatically returns to the available inventory. Once a Short Code has aged out, it can no longer be transferred.

Subject: Incoming Transfer Cancelled as Short Code {{short_code}} Aged Out



Short Code Transfer: Incoming Transfer Automatically Cancelled

The incoming transfer of Short Code {{short_code}} has been cancelled because the short code's billing status changed to Aged Out.

[View Transfer](#)

If you would like to lease this short code, it is now available to order within the Short Code Registry as a Select Code.

Best Regards,
The Short Code Registry

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Version History

Date	Version	Details
1/1/26	1.0	Initial Release