

Cease a Horizon Company

In order to cease a Horizon company you need to remove the users, call groups and subscriptions. Gamma will not cease any companies that still have any remaining users, call groups or subscriptions still live.

Note: If you use Horizon Contact with your Horizon company please refer to [Ceasing Horizon & Horizon Contact](#).

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1. Remove **all users** from the Horizon company
2. Remove **all call groups** from the Horizon company
3. Remove **the Voice Portal** by going to Administration, Voice Portal and selecting “Remove Voice Portal”
4. Remove **all the bolt-ons** by following the “[Remove Bolt-Ons](#)” process.
5. Follow the [Cease Subscriptions](#) process.
6. Using the Actions drop-down, select “**Cease Company**” and follow the prompts.

Note: Any ported-in numbers that are not being used for the same customers on another Gamma Product will be returned to the Range Holder unless already exported to another Communications Provider.