

Canceling Phone Reimbursement

Managers must cancel payments for employees utilizing CYOD by completing the [CYOD Discontinue Reimbursement](#) and completing your information and the employee's information. It will not stop automatically.

Wireless/Mobility Phone Options for Exiting Employees with Corporate-Owned Devices*

The following process can be initiated by either the exiting employee or manager. If initiated by the employee, the manager will need to approve the request. Please allow up to 10 business days for the process to complete.

To start the process:

1. Go to the Solution Center Portal (SCP) under Quick Links on the channel or type in <http://Go.lubrizol.com/scp>.
2. Type in Mobility in the search field.
3. Select "Mobile Devices: New, Upgrade, Changes, CYOD Requests"
4. Click directly on **Mobility Management Portal**
5. Click "Requests" from the left side menu.
6. For employees, please use the "**EMPLOYEE USE ONLY --- SMARTPHONE TRANSFER OF PHONE NUMBER AND/OR PHONE (CYOD)**" request at the bottom of the screen and complete all steps. This will start the automated process and send an approval notification to your manager.
 - a. Employees must move the device under their own personal plan within 15 business days after termination effective date.
7. For managers, please use the "**MANAGER USE ONLY --- SMARTPHONE TRANSFER OF PHONE NUMBER AND/OR PHONE FOR EXITING EMPLOYEE**" request at the bottom of the screen and complete all steps.
 - a. Employees must move the device under their own personal plan within 15 business days after termination effective date.

*Please note – It is the manager's discretion whether the exiting employee can take the corporate number and device. If the manager does not approve, please collect the device upon exit.

****Any questions should be directed to the Solutions Center 1-440-347-2212.**