AUTHORIZED USER'S LIST
☐ No changes from previous year's Authorized User's List

Account Name_____

Please list users that will be added or deleted; all users not listed will remain active.

(Please Check) Account Privileges

☐ Account Payable ☐ IT Contacts ☐ User ☐ All

☐ Add ☐ Delete Name_____Phone No_____

(Please Check) Account Privileges

☐ Account Payable ☐ IT Contacts ☐ User ☐ All

☐ Add ☐ Delete Name_____Phone No_____

(Please Check) Account Privileges

☐ Account Payable ☐ IT Contacts ☐ User ☐ All

☐ Add ☐ Delete Name_____Phone No_____

(Please Check) Account Privileges

☐ Account Payable ☐ IT Contacts ☐ User ☐ All

☐ Add ☐ Delete Name_____Phone No_____

(Please Check) Account Privileges

☐ Account Payable ☐ IT Contacts ☐ User ☐ All

☐ Add ☐ Delete Name_____Phone No_____

SIGNATURE OF POINT OF CONTACT/OWNER/CORPORATE OFFICER   DATE

Select the box for "NO CHANGES" if there are no changes.
An updated authorized users list must be submitted when an authorized user leaves or is hired.

Primary Point of Contact has the authority to make changes to the account, add or delete users and receive information.

Secondary Point of Contact has the same authority as the Primary Point of Contact, once appointed by the Primary Point of Contact.

Authorized User is limited to 25 and has permission to obtain information on the account's behalf, based on account privileges.

Accounts payable has permission to receive billing information. This person along with the Primary and Secondary Points of Contact have permission to receive billing information.

IT Contact is your information technology person we communicate with for programming issues only.

Account No._____   1
IR019 (Rev 10.2014)