

NEW USER SET UP REQUEST

Please allow up to 3 days for this request to be processed.



Company Information			
Company Name:		Control #:	
Requested By:			

New User Information	
First and Last Name:	
User Email:	
Phone Number:	
User Title:	

Required Information! Failing to select at least one of the following will cause delays with your request:

Is the new user replacing an existing user? Yes No

If yes, please list the user being replaced and their disabled date.

Existing Email: _____ Disabled Date: _____

Accessibility
<p>CertiPay Access – Please select one:</p> <p><input type="checkbox"/> Full Access</p> <p>Correspondence – Please select all that apply:</p> <p><input type="checkbox"/> Tax Information <input type="checkbox"/> Billing <input type="checkbox"/> Ancillary Products <input type="checkbox"/> None</p> <p>Special Instructions:</p> <p>Is this request for more than one control? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list additional control numbers:</p>

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