

Request for Administrator Change

Administrators are responsible for adding/deleting users, changing user authorization levels, and unlocking user accounts for your organization.

Complete this Request for Administrator Change form and return via fax to 414-347-6999. The Administrator change(s) requested below will be complete within 48 hours.

Company Information

Company ID, if known (10-Digit number):
Company Name:
DBA (if applicable):
Phone Number: ()
Office Address:
City, State, Zip:

Mailing Address:
City, State, Zip:

Administrator Change(s) Requested

- **Add an Administrator:** An Administrator profile and Login ID will be created for the specified individual.
- **Remove an Administrator:** The Administrator profile will be disabled, removing site access for the Login ID specified.
- **Remove Admin Rights Only:** Administrator privileges will be revoked from the Login ID specified; however, the Login ID will continue to grant standard access to the site(s).

Admin – Name:	Phone: ()	Fax: ()
Title/Position:	email address:	
Current ID (if applicable):		
<input type="checkbox"/> Add Administrator	<input type="checkbox"/> Remove Administrator	<input type="checkbox"/> Remove Administrator Rights Only

Admin – Name:	Phone: ()	Fax: ()
Title/Position:	email address:	
Current ID (if applicable):		
<input type="checkbox"/> Add Administrator	<input type="checkbox"/> Remove Administrator	<input type="checkbox"/> Remove Administrator Rights Only

Admin – Name:	Phone: ()	Fax: ()
Title/Position:	email address:	
Current ID (if applicable):		
<input type="checkbox"/> Add Administrator	<input type="checkbox"/> Remove Administrator	<input type="checkbox"/> Remove Administrator Rights Only

I hereby authorize eMagic to perform an Administrator change on this account. I certify that I have been duly authorized to submit this request on behalf of the organization listed above.

Signature	Name	Title	Date
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