

User Changes

The following users are already setup, but their email or telephone number needs to be changed (updated):

Name (Last Name, First Name)	UserID Assigned	Old Information	New Information

Required Signature – Participant’s Designated Approver

The signature of the participant's chief fiscal officer below indicates his/her request to add/delete/change users of American Express Online Merchant Services as referenced above; as well as affirming that appropriate procedures are in place to ensure that authorized users of any online system adhere to all applicable security requirements.

Participant (Agency) Name: _____

Name of Approver: _____

Title: _____

Signature: _____

Date: _____ Email Address: _____

For Amex Use Only:

Amex will notify participant(s) of all changes once complete, including:

- Addition of users, including new User ID's and passwords
- Deletion of users
- Confirmation that existing user's information has been successfully updated

Amex Sign off: _____