

# Primary admin user access request

for Invoice Finance Online



## 1 Client details

Please write clearly in the white spaces with capital letters or mark (☒) the boxes.

Client Name

Client Number (If known)

## 2 System user details

### 2.1 Request details

What do you want to do?

Create new user

Remove user

Amend existing user

Is this user replacing the existing Primary Admin User

If replacing an existing Primary Admin User please also complete section 3.

### 2.2 Contact details

Existing user details

Title Mr Mrs Miss Ms Other title (please specify)

Surname

Forename(s)

Job title

Email address

Email address must be unique to the individual e.g. jane.doe@yourorganisation.co.uk and not a group mailbox such as admin@yourorganisation.co.uk

Telephone and mobile numbers and dialling codes

Landline

Mobile

New or amended user details

Title Mr Mrs Miss Ms Other title (please specify)

Surname

Forename(s)

Job title

Email address

Telephone and mobile numbers and dialling codes

Landline

Mobile

### 3 Replacing the Primary Admin User

Please complete this section only if you are replacing an existing Primary Admin User

#### Existing Primary Admin User

Name

Log in ID

Does this user still require access to Invoice Finance Online?

Yes

No

#### New Primary Admin User details

As in section 2

or

Existing User (details below)

Name

Log in ID

### 4 Director's / Owner's authorisation

Name

Date

Authorised signature

By signing below you confirm that you hereby authorise the Primary Admin User to appoint additional users (but not additional Primary Admin Users) from time to time

### 5 Next steps

Please complete and return a signed, scanned copy of this form to your Collateral Controller.

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