



# ATB Administrator Change Request

Date \_\_\_\_\_

\_\_\_\_\_ ("Client")

has appointed the individual named below as Administrator.

Company BP: \_\_\_\_\_

Name of New Administrator: \* \_\_\_\_\_

New Administrator BP: \_\_\_\_\_

Email \* \_\_\_\_\_

If no BP exists for the New Administrator, then the responsible ATB Team Member must create one prior to submitting the change request. The BP must contain all information below and the Relationships Has the ATBOL Business Administrator/Is the ATBOL Business Administrator must be showing in CRM.

Date of Birth: \* \_\_\_\_\_

Occupation: ATBOL ADMIN

Telephone: \* \_\_\_\_\_

Address: \* \_\_\_\_\_

Security Question: \* \_\_\_\_\_

Answer: \* \_\_\_\_\_

Upon receipt of this Change Request by ATB, the Client acknowledges that the New Administrator will be deemed to be the "Administrator" as that term is defined in the ATB Business Solutions Agreement; and this New Administrator, as Administrator, will be entitled to carry out and approve instructions as outlined in the Agreement. Such instructions

include, yet are not limited to, the instructions outlined in Section 3 of the ATB Business Solutions Agreement.

A completed Change Request forms part of the Agreement.

This Change request has been signed by authorized representatives of the Client as of the date set out above:

### The Client

\* \_\_\_\_\_  
Signature Signature

\* Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: ATBOL ADMIN Title: \_\_\_\_\_

Client authentication complete, including instructions received by phone, fax, text or email, when applicable, have been verbally verified by:

Team Member Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_