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CLIENT ACCESS CUSTOMIZATION FORM

This form allows account administrators* (only) to customize users level of access:

Enter Orders: Request background checks for applicants
View Reports: View completed background checks
View Invoices: Access to monthly invoices

*If the account administrator has changed, please submit the change notice on company letterhead.

Company: ______________________________

Account Administrator: ______________________________

Email: ______________________________

Work: ____________________ Cell: ____________________

Access (Select one)
☐ Add
☐ Remove

Contact: ______________________________
Client ID: ______________________________
Email: ______________________________
Work: ______________ Cell: ______________

Select All That Apply
☐ Enter Orders
☐ View Reports
☐ View Invoices
☐ Billing Contact

Access (Select one)
☐ Add
☐ Remove

Contact: ______________________________
Client ID: ______________________________
Email: ______________________________
Work: ______________ Cell: ______________

Select All That Apply
☐ Enter Orders
☐ View Reports
☐ View Invoices
☐ Billing Contact

Access (Select one)
☐ Add
☐ Remove

Contact: ______________________________
Client ID: ______________________________
Email: ______________________________
Work: ______________ Cell: ______________

Select All That Apply
☐ Enter Orders
☐ View Reports
☐ View Invoices
☐ Billing Contact

Each contact will receive a username and password via email. SMS text messages will be sent to cellular numbers for a personal identification number only.

Billing Note: Monthly invoices are sent via email to billing contact(s) only. Please complete the Billing Information / Automatic Payment Authorization Form for all other billing changes.

☐ I certify I am a duty authorized representative of this organization. I have authority to request the changes above.

Account Administrator Signature: ______________________________ Date: ______________

Name (Printed): ______________________________ Title: ______________

Following completion, please submit this form to cr@onesourcebackground.com.