



# ACCOUNT CHANGE FORM

(SEE INSTRUCTIONS ON NEXT PAGE)

- o **This Account Change Form is for changing your address, phone, contact, or other information.** It **may not** be used for company name or ownership changes.
- o **To make a change to your company name or ownership information, a new iiX Subscription Agreement is required.** Visit [www.iiX.com/forms.htm](http://www.iiX.com/forms.htm) to download the Subscription Agreement form, or contact iiX at **(800) 683-8553**.
- o **PENNSYLVANIA MVR CUSTOMERS:** If you have a change in any information on your iiX account (business name, address, phone #, e-mail address, etc.) you also must complete a new **Pennsylvania "Affidavit of Intended Use"** form and submit it to iiX. Access the form at: [www.iiX.com/forms.htm](http://www.iiX.com/forms.htm)
- o Fax this completed form to **979-846-7169** or mail it to: **iiX • 1716 Briarcrest Dr., Ste 200 • Bryan TX 77802**

Company Name \_\_\_\_\_ iiX Account Number \_\_\_\_\_

SECTION A: CONTACT INFORMATION		
Primary Contact Name	Title	E-mail for Primary Contact
Send Invoice To	Title	E-mail Address(es) for Electronic Invoice (up to 3)
		1.
		2.
		3.
Reason for Change		

SECTION B: ACCOUNT INFORMATION				
Mailing Address		City	State	Zip Code
Physical Address (REQUIRED)		City	State	Zip Code
Telephone (Primary)	Telephone (Alternate)	FAX (Primary)	FAX (Alternate)	FEIN#
( )	( )	( )	( )	
Reason for Change				
If a move is the reason for the change above, please provide date of move and previous address:				

SECTION C: EXPRESSNET ADMIN CHANGES	
Admin Password (see instructions)	Admin E-mail Address (up to 2 addresses allowed)
	1.
	2.
New Admin User ID (see instructions)	New Admin User's First and Last Name
Reason for Admin User ID Change	

SECTION D: AUTHORIZED SIGNATURE	
Signature: _____ (Owner/Officer/Authorized Representative – see Signature Instructions on next page)	Date: _____
Name: _____ (Printed)	Date: _____

# Account Change Form Instructions

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## **Section A: Contact Information**

- **Primary Contact** - Enter the **Name, Title** and **E-mail Address** of the business' primary contact. This can be the owner, principal, manager, or authorized representative.
- **Send Invoice To** - Enter the **Name** and **Title** of the person who should receive the invoice. To receive *invoices by e-mail*, please enter the **E-mail Address** of the Invoice contact, plus up to two additional e-mail addresses that will receive the electronic invoice.
- **Reason for Change** – Enter the reason for the change of information.

## **Section B: Account Information**

- **Mailing Address** – Enter the postal address to which correspondence and invoices should be mailed, including city/state/zip.
- **Physical Address (REQUIRED)** – Enter the street address where your offices are physically located, including city/state/zip.
- **Telephone (Main)** – Enter your new primary business phone number
- **Telephone (Alternate)** – Enter an authorized, secondary business number, if needed.
- **Fax (Main)** – Enter your new primary FAX number.
- **Fax (Alternate)** – Enter a secondary or backup FAX number, if needed.
- **FEIN #** – Enter your Federal Employer Identification Number.
- **Reason for Change** – Enter the reason for the change of information.

## **Section C: ExpressNet Admin Information**

- **Admin Password** - Enter your new Admin Password. The password must be 8 to 20 characters in length and must have 3 out of 4 of the following: upper-case letters, lower-case letters, numbers, and special characters. *Note: Your Admin Password is not the same thing as your personal User Password. The Admin Password is used to add/delete/modify Users for your ExpressNet account.*
- **Admin E-mail Address** - Enter the e-mail address for the new Administrator. Up to two addresses may be specified. These addresses will receive information about the ExpressNet system and account changes.
- **New Admin User ID** - If you are adding a new **Admin** User as part of the Admin change process, enter the three-character User ID that you wish to have added. The ID must have two or three letters. Examples: JR or JRB. **(Your Admin ID can not be shared with other ExpressNet Users.)**
- **New Admin User's Name** - Enter the first and last names of the new Admin User. (Once you receive the Admin Confirmation Email from iiX Support, you are required to log into ExpressNet. You may then assign additional ExpressNet users in addition to the already existing users. Your Admin Password/User Password and IDs cannot be shared with other users.)

## **Section D: Signature**

- **Signature** – The signatory **must** be an owner, director, partner, officer or other authorized person who has primary management responsibilities for the business. Sign and then print the name of the person signing and date both lines.