

# Enact<sup>®</sup> Subscription Change Order

## Administrator Account Change Request

This Change Order is used to request a change to the Administrator Account of an Enact Subscription. This request will be used to:

- Unlock the administrator account
- Change the email address assigned to the administrator account
- Administer a change to assigned client Company ID

## Instructions

For security reasons this request shall require you to:

1. Complete the Security Information and Request Information form below.
2. Return the form via email to your InfinityQS Account Manager or email [enactbilling@infinityqs.com](mailto:enactbilling@infinityqs.com).
3. Your request for change will be approved by InfinityQS and the request will be submitted for processing.
4. Once complete, Enact<sup>®</sup> will send a Set Password Email to your system administration contact.
5. Use the instructions within the Set Password Email to sign in.

## Security Information

Please ensure the information you submit is correct.

<b>Company Name</b>		<i>This is the name of the registered company associated with this Enact Subscription</i>
<b>Company ID</b>		<i>This is the Company ID you use to sign into this Enact Subscription</i>
<b>Administrator Username</b>		<i>This is the sign in name of the Administrator account (If not known leave blank)</i>
<b>Current System Administrator Name</b>		<i>This is the name of the person who is currently registered as your Enact Subscription System Administrator.</i>
<b>Current System Administrator Email</b>		<i>This is the email address of your current System Administrator.</i>

## Request Change of System Administrator

<b>New System Administrator Name</b>		<i>This is the FULL name of the NEW person you would like to replace as your Enact Subscription System Administrator.</i>
<b>New System Administrator Email</b>		<i>This is the email address for your NEW EnactSystem Administrator</i>
<b>New System Administrator Phone</b>		<i>This the direct phone number for your NEW System Administrator</i>

## Request Change of Company ID

We will do our best to accommodate your request. If the requested new Company ID has already been assigned, we will offer a close alternative for you to consider

<b>Current Company ID</b>		<b>Requested Company ID</b>	
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## Request to Unlock Account

<b>Unlock Enact<sup>®</sup> Account:</b>		<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input type="checkbox"/>	<i>This administrator account will be unlocked</i>
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## Additional Information/Comments

Once complete please return by email directly to your Account Manager or [enactbilling@infinityqs.com](mailto:enactbilling@infinityqs.com)