



The information contained below will be used to administer your account.

Legal name of your organization: _____

Main Address: _____

Main phone number for your organization: _____

Security pass phrase for your organization. Whoever calls requesting changes will be asked for this phrase to confirm their authority to make changes:

Name of your main contact for UWITC: _____

Phone number for your main contact: _____

Email address for your main contact: _____

Name of a secondary contact (if applicable): _____

Phone number for your secondary contact: _____

Email address for your secondary contact: _____



Name of the person who should receive invoices: _____

Phone number for the person who should receive invoices : _____

Email address for the person who should receive invoices: _____

Who at your United Way is allowed to request new user accounts or request accounts to be modified (including deleting accounts, add permissions to accounts, etc)? NOTE - THEY MUST KNOW THE SECURITY PHRASE ABOVE.

How do you want us to handle password resets for your users (check all that apply):

- Allow users to use the self service password reset application
- If UWITC receives a password request, UWITC will call the main phone number for my organization, request to speak to the user, and will use that phone call to confirm user identity.
- Allow anyone who is authorized to request new or modify existing accounts to submit tickets to have passwords reset – no further confirmation is necessary as long as the ticket is from the email address of the contact.

Special instructions for my account:

Signature of CEO or CFO: _____

Please Print Name: _____

Date: _____