

# OnDemand Authorization Update Form

Complete this form to make changes to your list of authorized Site Admins for OnDemand.

Date: \_\_\_\_\_ Site Number: \_\_\_\_\_

Church / Organization Name: \_\_\_\_\_

**We recommend that you have at least two active Site Admins.** Please update our records to reflect the following personnel as authorized to access OnDemand as a Site Admin:

	Site Admin 1	Site Admin 2
Full Name		
Email Address		
Include username if this is a current user		

If you want to remove any Site Admin(s), enter their name(s) below.

\_\_\_\_\_

For security purposes, please provide the following information so we can verify this authorization.

Date of recent invoice: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Invoice amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Full Name ( must be an authorized user)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Individual PIN#

Return this form via fax to (800) 644-5786 or email it to [customer@acstechnologies.com](mailto:customer@acstechnologies.com).

It will take up to 2 business days to verify and complete your request.



Once added, the new Site Admin(s) will receive instructions and a temporary password to login.