

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.

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.

