



ADMINISTRATOR CHANGE REQUEST

An Administrator Change Is Being Requested For

COMPANY NAME: _____

Please Apply The Following Changes

Invoices
Complete Section A

Confidential Background Check Reports
Complete Section B

Confidential Drug Test Reports
Complete Section C

SECTION A

ACCOUNTS PAYABLE

Name/Title: _____ Email: _____
Street Address: _____ Phone ^{office}: _____
City/State/Zip: _____ Secure Fax: _____

SECTION B

CONFIDENTIAL BACKGROUND CHECK REPORTS

Name/Title: _____ Email: _____
Street Address: _____ Phone ^{office}: _____
City/State/Zip: _____ Phone ^{cell}: _____
Web Username: _____ Password: _____ Secure Fax: _____

(Pass-codes must be at least 8 characters long; an alpha-numeric combination is required.)

Please contact me to schedule training.

SECTION C

CONFIDENTIAL DRUG TEST REPORTS

Name/Title: _____ Email: _____
Street Address: _____ Phone ^{office}: _____
City/State/Zip: _____ Phone ^{cell}: _____
** Web Username: _____ Password: _____ Secure Fax: _____

(Pass-codes must be at least 8 characters long; an alpha-numeric combination is required.)

Please contact me to schedule training.

DRUG TEST REPORTING OPTIONS

- Encrypted Email Please specify a Password preference, above. A decoder will be provided.
- Verbal Verbal Reporting is applicable to Positive Drug Tests Only.
- Fax A Secure Fax is required.
- Web Pick-up A User Name & Password is required. A web-link with navigation instructions will be provided.

** Website users receive full access to negative and positive test reports, unless otherwise noted in "Special Reporting Instructions", below.

SPECIAL REPORTING INSTRUCTIONS (PLEASE NOTE ANY BACK-UP CONTACTS, THOSE WHO ARE NO LONGER AUTHORIZED, ETC)

PLEASE SIGN BELOW & RETURN BY FAX OR EMAIL

Send via **FAX** to: _____ OR via **eMAIL** to: _____

AUTHORIZED COMPANY REPRESENTATIVE I hereby certify that all authorized company program administrators will maintain confidential report information as described in this document in a confidential manner.

Printed Name

Signature

Date

Update Completed In:

DP

QB

TAZ

CC