



Contact and User Maintenance Form

Please email your completed form signed by a current administrator to support@comdata.com. A member of our service team will send confirmation of completion within 48 business hours provided all required documentation is included.

| | | | |
|-----------------------------|--|---------------------|--|
| Account Code/Customer ID(s) | | Date | |
| Company Name | | Best Contact Method | |

Note: Please see the final page of the document for signature.

| | | |
|---------------------|------------------------------|-----------------------------|
| Email Change | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Contact/User Name | | |
| Old Email | New Email | |

Add/Remove Administrator

YES NO

Note: Codewords cannot include any symbols or special characters.

| Add/Remove | Name | Email | Phone | Codeword | Allow Online Access | Access Controls |
|------------------|------|-------|-------|----------|---------------------|------------------|
| Make a selection | | | | | Make a selection | Make a selection |
| Make a selection | | | | | Make a selection | Make a selection |
| Make a selection | | | | | Make a selection | Make a selection |
| Make a selection | | | | | Make a selection | Make a selection |
| Make a selection | | | | | Make a selection | Make a selection |

Note: See Access Control Key on next page.

Express Check Retrieval and Maintenance rights are given with **Administrator** and **Manager** access.

Note: Not all Comdata accounts are Express Check eligible.

| Access Controls Key | |
|----------------------|---|
| Administrator | Full Access to the Account including Adding/ Editing/ Removing other account users. |
| Manager | Full Access to the Account excluding Adding/ Editing/ Removing other account users. |
| Financial | Can View and download reports/statements and can make payments. (if applicable). |
| Read Only | Can View card and prompted ID list and can download Reports/Statements. |

Update Existing Administrator

YES

NO

Note: Codewords cannot include any symbols or special characters.

| Old Codeword | New Codeword | Name | Access Control Change | New Access Control | Other Changes (Email, Phone, etc) |
|--------------|--------------|------|-----------------------|--------------------|-----------------------------------|
| | | | Make a selection | Make a selection | |
| | | | Make a selection | Make a selection | |
| | | | Make a selection | Make a selection | |

Note: See Access Control Key.

Please sign below to approve the processing of this request. By signing, you are indicating that you are an authorized representative of the Company listed above and can provide approval for account maintenance with Corpay. *Please allow 48 business hours for processing from the receipt of your completed form.*

Requestor Signature

Print Name of Requestor

Title of Requestor