

ACCOUNT CHANGE REQUEST AND AUTHORIZATION

Organization Name:

Exostar ID/ORG ID:

Change Type

Please select the type of change(s) you are requesting. The required fields for the change will appear in red.

Change **Company Name and Address**

Change **User Email Address**

Change **Organization Administrator**

Change Details

Company Name/ Address Change	To change your company name or address, the current information and the new information must be populated even if only some of the current information is changing.						
	CURRENT		CHANGE TO				
	Name:		Name:				
	Address 1:		Address 1:				
	Address 2:		Address 2:				
	City/ Province:		City/Province:				
State:		Zip Code:		State:		Zip Code:	
Country:				Country:			
User Email Address Change	To change your email address or document a change to your name in MAG, you must know your Exostar User ID. This User ID was sent to you in an email notifying you of account creation. You may only change your own email address, and the account must be registered in the organization listed above. If your Exostar account is not yet active, an Organization Administrator can make this change on your behalf. By submitting a DocuSign to notify Exostar of a first and/or last name change, you are attesting that you are the only person who ever had access to this account.						
	CURRENT		CHANGE TO				
	First Name:		First Name:				
	Last Name:		Last Name:				
	Email:		Email:				
	User ID:						
Organization Administrator Change	Current organization administrators listed as part of this change will be deleted. If the new administrator already has an Exostar account, please include the User ID of the new administrator.						
	CURRENT		CHANGE TO				
	Check this box to delete ALL current admins		First Name:				
	First Name:		Last Name:				
	Last Name:		Email:				
			Phone:				
			Address 1:				
			Address 2:				
			City/ Province:				
	State:		Zip Code:				
Country:		User ID:					

Acknowledgement and Authorization of Change Requestor

I hereby authorize Exostar to make the following changes on behalf of my organization. I acknowledge that in the event of a changed company status, the predecessor organization has executed one or more Service Agreements with Exostar and that I authorize all existing Service Agreements to be assigned as necessary to any successor organization (if any) to this account. Furthermore, I certify that I am currently employed with the organization listed above and am authorized to make such changes on behalf of this organization.

Title:

Telephone:

Name:

Email:

eSignature:

Date: