**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the first time company signed up, please nominate two Custodians (**should have a personal email, not the shared mailbox:

|  |  |  |
| --- | --- | --- |
|  | Name | Email |
| Custodian 1 |  |  |
| Custodian 2 |  |  |
|  |  |  |

**CD Web Custodians:**Please complete the form below for all your authorized users, including *3rd party* (as EDI providers), if you plan to use their services

Please indicate if you plan to use any *auto processes* (they will be assigned a separate set of credentials) The shared mailbox should be used in the email field for auto process

We will create credentials and send them directly to users, except 3rd party users – their credentials will be sent to the requestor

**Please notify us immediately if any of users are no longer work for your company.**

**Requests received from individual users will be rejected.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized User Last Name** | **Authorized User First Name** | **Authorized User Email** | **Phone Number (optional)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |