

# 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
<b>Full Name</b>		
<b>Email Address</b>		
<b>Include username if this is a current user</b>		

**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 [clientupdates@acst.com](mailto:clientupdates@acst.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.

