



# Client Contact Authorization Form

**Company:**

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Client ID: \_\_\_\_\_ PIN: \_\_\_\_\_ New PIN (if desired): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Authorized Contact(s):**

Add Contact       Remove Contact       Updated Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Add To/Remove Contact From:

If restricted access to these applications are needed  
please also contact APS

- |  |   |
|--|---|
| <input type="checkbox"/> Company Demographics  | <input type="checkbox"/> Payentry / EMA |
| <input type="checkbox"/> E-mailed Reports  | <input type="checkbox"/> Millennium     |
| <input type="checkbox"/> E-mailed Excel Input Worksheets                                     | <input type="checkbox"/> Swipe Clock    |
| <input type="checkbox"/> Primary Payroll Contact   | <input type="checkbox"/> Shugo          |
| <input type="checkbox"/> Critical Information Broadcasts (Inform Packout and Office Manager) |   |

Add Contact       Remove Contact       Update Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Add To/Remove Contact From:

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- |  |   |
|--|---|
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| <input type="checkbox"/> Primary Payroll Contact   | <input type="checkbox"/> Shugo          |
| <input type="checkbox"/> Critical Information Broadcasts (Inform Packout and Office Manager) |   |

Do we need to deactivate your existing pick-up scan tags and create new tags for you?

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**