

**NPC Sales Office
NPC ACCESS.NET Request Form**

1) Client Representative Name	2) Request Date	3) Client Rep Phone #						
4) <u>User Name</u> – <u>Please Print</u> <i>This is the name of the person who will log onto NPCAccess</i>	5) <u>User E-Mail Address</u> – <u>Please Print</u> <i>(This address will be used for initial User ID notification and confirmation for remote administration functions.)</i>							
6) <u>User Address</u> (for NPC Access notification) <u>Please Print</u>								
Address 1 – Address 2 – <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">City</td> <td style="width: 33%;">State</td> <td style="width: 33%;">Zip Code</td> </tr> <tr> <td>Phone Number – () </td> <td>Fax Number – () </td> <td></td> </tr> </table>			City	State	Zip Code	Phone Number – () 	Fax Number – () 	
City	State	Zip Code						
Phone Number – () 	Fax Number – () 							
7) <u>User's Mother's Maiden Name</u> <i>(This will be your Security Code.) PLEASE PRINT</i>	8) Web Access Fee	9) Turn Off Paper Reports (Circle One) <div style="text-align: center;"> YES NO </div>						
10) Sales Office Name	11) Sales Office Number* <i>(First 4 digits only=Sales Office Level)</i>							
12) Establish <u>User</u> as a Remote Administrator? <input type="checkbox"/> YES <input type="checkbox"/> NO								
13) Modify existing <u>User ID</u>? <input type="checkbox"/> YES Create New <u>User ID</u>? <input type="checkbox"/> YES								
14) Sales Representative (<u>User</u>) Signature								
<small>IN WITNESS WHEREOF, the undersigned is/are duly authorized officer(s) of the Sales Office and has/have executed this Web Reporting Request Form and the Reporting Website Terms. The undersigned allow(s) the above-described User access to the information and reporting and described herein. This agreement is not binding until executed by NPC.</small>								
15) Authorized Signature								

THE ABOVE FIELDS ARE REQUIRED FOR SET UP AND MUST BE COMPLETED. USER ID'S NOT USED WITHIN 90 DAYS MAY BE DELETED AND A NEW SET UP WILL BE REQUIRED. WHEN THIS OCCURS, YOU WILL NEED TO CONTACT YOUR CLIENT REPRESENTATIVE.

***NOTE: ADDITIONAL USERS MAY BE SET UP TO VIEW REPORTING AT THE 8 DIGIT SALES REPRESENTATIVE LEVEL. ALL REPORTS EXCEPT RESIDUAL DATA MAY BE VIEWED AT THIS LEVEL.**

NPC Use Only

15) Web Reporting ID	16) User ID	17) PASSWORD
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Web Reporting Request Form Instructions

- 1) **Client Representative Name** - Name of the person requesting submitting the request form.
- 2) **Request Date** - The date on which the request is submitted.
- 3) **Requestor Phone #** - Telephone number used to clarify information on the form.
- 4) **User Name** – The name of the person whom the User ID will be assigned.
- 5) **User Email Address** – The email address for the User ID being set up. This address will be used to communicate your new User ID. If submitting a change or addition, please ensure to update the email address information. This information is also used to communicate with the Remote Administrator.
- 6) **User Address** – Complete street, city, state, zip code, phone and fax number for the User. This information will be used to communicate your set up information.
- 7) **Users Mother's Maiden Name** – Required to perform password resets and confirm User information when contacting the helpdesk.
- 8) **Web Reporting Fee** – The fee that will be charged by NPC for web reporting.
- 9) **Turn Off Paper Reports** – Check Yes, if you want to turn off paper reports and only receive Web Reporting. Check No, if you want to receive Web Reporting and paper reports. (If you circle no, you will be charged for both paper and web reporting.)
- 10) **Sales Office Name** – The name of the Sales Office to receive Web Reporting.
- 11) **Sales Office Number(s)**– The Sales Office number(s) assigned. Please include all Sales Office number(s) if more than one exists. NOTE: This information is used to establish your web access. This is the first four digits of your Sales Office number. Additional users may be set up to view reporting at the eight digit Sales Representative level. All reports except residual data may be viewed at this level.
- 12) **Establish User as Remote Administrator** – Check Yes or No to indicate that the User being set up will have access to the remote administration function on the web. Remote Administration allows a user to reset a password, add a new user or delete an existing user access to web reporting. The Remote Administrator should be the Authorized User on behalf of the account with NPC.
- 13) **Modify Existing User ID or Create a new User ID** – Check the appropriate box to indicate if this form is to make a change to an existing User ID or to establish a new User ID on the system.
- 14) **Sales Representative (User) Signature** – The signature of the authorized user for this account.
- 15) **Authorized Signature** – The signature of an authorized representative of the Sales Office (e.g. Officer or owner that originally signed the Agreement).
- 16) **Web Reporting ID** – The ID assigned by NPC to a specific merchant.
- 17) **User ID** - The ID used to allow access to the reporting web site.
- 18) **Password** – Temporary password assigned to allow access to the web reporting site. The password must be changed prior to logging into the system for the first time.