



Vendor Portal Change Request

I am ... (select all that apply)

Adding/Deleting an Authorized Negotiator (page 3)

Adding/Deleting an Authorized User (page 4)

Changing the role for an existing Authorized User (page 5)

This form is be used to request changes in user access and roles to your established Vendor Portal Account. The form must be completed and signed by an Authorized Negotiator.

COMPANY NAME

DOING BUSINESS AS (DBA) COMPANY NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

PRIMARY BUSINESS PHONE

AUTHORIZED NEGOTIATOR NAME (Last, First, Initial)

PHONE

EMAIL

AUTHORIZED NEGOTIATOR TITLE

CERTIFICATION

As an Authorized Negotiator for the company, I request and authorize DeCA to make the changes herein to the Vendor Portal Account for the company.

PRINTED NAME

SIGNATURE

TITLE

DATE SIGNED

For DeCA Use Only

- U P D A T E

Add/Delete Authorized Negotiators

NOTE: You can have up to three Authorized Negotiators per Contract. If you have already designated three Negotiators, you must delete one in order to add a new one.

Add Authorized Negotiator

Complete the following for additional persons who are authorized to contractually bind your company.

NAME (Last, First, Initial)	POSITION TITLE/AFFILIATION	PHONE	EMAIL
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Delete Authorized Negotiator

Complete the following to remove a previously named Authorized Negotiator from your account.

MAIL NAME (Last, First, Initial)	POSITION TITLE/AFFILIATION	PHONE	EMAIL
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Add/Delete Authorized Users

Add Authorized Users

Enter the information below for additional persons who will need access to your Vendor Portal account.

NAME (Last, First, Initial)	PHONE	EMAIL	USER ROLE
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EXISTING USER ROLE

Delete Authorized User

Complete the following to remove an existing Authorized User from your Vendor Portal account.

NAME (Last, First, Initial)	PHONE	EMAIL	USER ROLE
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CHANGE USER ROLE in Vendor Portal Account

To change the User Role for an existing Authorized User, enter the information below.

NAME (Last, First, Initial)

EXISTING USER ROLE

NEW USER ROLE