

Head Security Designate Authorization Form



This form is to be used by Experian Clients or their duly authorized agent to identify the individual that will act on the behalf of the Client. For purposes of this form, the agent is the same as the Client.

The Head Security Designate will submit all requests to create, change or lock designate and/or end user access accounts and permissions to Experian systems and information via the Internet. Designate(s) must be an authorized representative of the Clients company and must be available to interact with Experian on information and product access matters, in accordance with Experian Security Guidelines. Such Guidelines may be updated from time to time by Experian and will be communicated to Client in writing. The Head Designate Authorization Form must be signed by an authorized representative of Client. Client acknowledges and agrees that Client 1) has received the Experian Security Guidelines, 2) has read and understands Clients obligations described in the Guidelines, 3) will communicate the contents of the Guidelines, and any subsequent updates thereto, to all employees that shall have access to Experian services via the Internet, and 4) will abide by the provisions of the Guidelines as well as the terms and conditions of the existing membership agreement(s). Changes in Head Designate status (e.g., transfer or termination) are to be reported to Experian immediately.

HEAD DESIGNATE INFORMATION (All fields are required unless stated)

Head Designate Status (Check One)	Create	<input type="checkbox"/>	Change	<input type="checkbox"/>	Lock	<input type="checkbox"/>
User ID (first choice) [min. 6 characters]						
User ID (second choice) [min. 6 chars.]						
User ID (third choice) [min. 6 chars.]						
Company Name (do not abbreviate)						
Last Name						
First Name						
E-mail Address						
Telephone Number	()				Ext.	
Product(s) Requested						
Subcode(s) Managed by Designate (optional)						
Comments						

REPRESENTATIVE INFORMATION (Signature Required)

As a Client of Experian's products and services over the Internet, I am acting as the authorized representative of the Client. I hereby submit the above individual as the Head Designate of my company and authorize Experian to direct all Information Security related questions to same.

Print Name		Title	
Signature		Date	

FOR EXPERIAN INTERNAL USE ONLY (Do Not Write Below This Line)

Date Received		Reviewed By	
VBU Assigned		User ID	
Validation of SSA	<input type="checkbox"/> E-mail (attached)	<input type="checkbox"/> Telephone	<input type="checkbox"/> Physical
Validation by:			

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This form should be used for any addition or change in access by a Head Designate. Use one form per individual.

FOR EASE IN DATA INPUT, WHEN COMPLETING THIS FORM PLEASE PRINT CLEARLY.

1. <u>Head Designate Status</u>	<u>Check one box to indicate whether you are creating a new Head Security Designate. Changing the status of a Head Security Designate to a Designate and/or an End User. Locking a Head Security Designate's ID due to termination.</u>
2. <u>User ID (first choice)</u>	<u>This ID will be used by Experian's Access Control System to validate the Head Security Designate. You have complete flexibility in creating a user ID (however, we suggest using a minimum of six characters and maximum of 32). User ids can only be selected for consumer or business credit report access. Ids for other products will be assigned to the user.</u>
3. <u>User ID (second choice)</u>	<u>Experian will make every effort in assigning your User ID of choice, however, due to the multitude of User IDs that can be generated over the Internet please indicate your second choice.</u>
4. <u>User ID (third choice)</u>	<u>Indicate your third choice for a User ID.</u>
5. <u>Company Name</u>	<u>Print the full name of your Company (i.e., legal incorporated name, company name as invoiced, Affiliate, etc.). Do not abbreviate.</u>
6. <u>Last Name</u>	<u>Print the last name of the employee you are authorizing as the Head Designate of your Company/Affiliate.</u>
7. <u>First Name</u>	<u>Print the first name of the employee you are authorizing as the Head Designate of your Company/Affiliate.</u>
8. <u>E-mail Address</u>	<u>Print the e-mail address for the Head Security Designate. Please check the address for accuracy. Confirmation e-mail will be sent to this address once the Head Security Designate's User ID has been created. NOTE: Undeliverable e-mail will result in processing delays.</u>
9. <u>Telephone Number and Extension</u>	<u>Enter the telephone number including area code (and extension if appropriate) for the Head Security Designate. The number will be used to interact with Experian's Membership, Customer Services or Affiliate organizations as well as Experian's Security Administration.</u>
10. <u>Product(s) Requested</u>	<u>Enter the name of the specific product you are requesting access to (i.e., Subscriber Services, Net Connect, etc.).</u>
11. <u>Subcode(s) Managed by Designate (optional)</u>	<u>Enter the specific subcode(s) that the Head Security Designate will be responsible for within Experian's Access Control System. If you do not have a specific subcode (new subscribers will be issued a subcode upon acceptance of their application) leave this area blank. If you are a current customer and have a specific subcode that you wish to use on the Internet, indicate that subcode here.</u>
12. <u>Comments</u>	<u>Use this box to explain any change in Head Security Designate status (i.e., name change, addition/deletion of subcode responsibility, remove role responsibility to a sub-designate or end-user, etc.)</u>
13. <u>Print Name</u>	<u>Print the name of the person recognized within the company as having authority to bind the company when it comes to signing of contracts who is authorizing the creation of a Head Designate.</u>
14. <u>Title</u>	<u>Enter the corporate title for the Company Officer authorizing the creation of a Head Designate.</u>
15. <u>Signature</u>	<u>Sign and date this form before sending it to Membership, Customer Service or Affiliate as requested in your application package.</u>
16. <u>Date</u>	<u>Enter the current date.</u>

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