Company Name:					
Address:					
Phone #:					
ACH Debit:					
Signature:	Date:				
Name:	Title:				
Name:					
Email:					
Phone:					
Name:					
Email:					
Phone:					
Name:					
Email:					
Phone:					
Backup Email Contact					

As an added layer of protection, the system will generate an email message to the user who created the filing, as well as a Backup Contact in

Name:

Email:

USERS & ROLES

Please provide the following information for each person who will need a login to access OPTins. We do not allow sharing of user logins. Please place a check mark in the field next to the required role(s). Each user can have multiple roles.

	Contact Information		OPTins Roles
Name:	Address:		h • Œu]vZ ←µ ➡š• Œ Bank Account Manager Industry Filer (Create Drafts Only)
Email:	City:		&]o]vPvš]šÇu]&FJRKšp@ErtKše)v@Ever Schedule/SubmitFilings
Phone:	State:	Zip:	Z K v o Ç Check here if this user is a Third Party Filer
	Contact Information		OPTins Roles
Name:	Address:		
Email:	City:		
Phone:	State:	Zip:	
	Contact Information		OPTins Roles
Name:	Address:		
Email:	City:		
Phone:	State:	Zip:	
	Contact Information		OPTins Roles
Name:	Address:		
Email:	City:		
Phone:	State:	Zip:	

Allows the user to request new users, update current user roles, deactivate users on behalf of their Account, and execute and review User u]v Z ‰} CEš•