Instructions

This package contains:

- Notice
- Client Authentication System: Part 1 – Client Registration Form
- Client Authentication System: Part 2 – Financial Officer Registration Form
- Client/User Authentication – Form Instructions
- Standard Terms and Conditions
- Return envelope

1. Read all information accompanying this Notice.

2. For your convenience we have attached a label to the top corner of the Client Registration Form containing:

   - your client name
   - address

   If the mailing address label is incorrect, please provide correct information in the *Company Mailing Address* of Part 1 – Client Registration Form.

3. Complete Part 1 Form.

4. Provide your organization's financial information on Part 2 – Financial Officer Registration Form.

5. If your organization's bank account requires more than one signature, a Part 2 – Financial Officer Registration Form must be filled out for each officer.

6. Please return the completed forms in the return envelope that we have included for your convenience.

Top