



OCR Portal Profile Transfer Request Form

This form is used to transfer ownership of Profiles, and thus the ability to view and edit them, from one user account to another. By submitting this form the original user is transferring a subset (to be listed on the following page) of the Profiles associated with their user account to another user.

Please provide the requested information. Note that all fields are mandatory.

Original User Account:

First Name: _____ Last Name: _____

Email Address: _____

User Account Name: _____

New User Account:

First Name: _____ Last Name: _____

Email Address: _____

Company: _____ Location: _____

User Account Name (if already registered in the OCR Portal): _____

By submitting this form, I understand that I am transferring access to the subset Profiles listed on the following page from my account to the New User Account, and that I will no longer be able to either edit this information or view it without permission.

Signature: _____

Title: _____

Date: _____

____ I am an authorized signatory signing on behalf of the individual listed as the Original User. The Original User is currently unavailable to complete and sign this form for the following reason:

For FIA Tech internal use only:

Received by: _____ Date: _____

Processed by: _____ Date: _____



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Please list the OCR ID#s of all Profiles to be transferred. Please consider whether you want to transfer connected Profiles, including Main Contacts, Employers, and Controllers. If you do plan to transfer connected Profiles, list them below. If you do not plan on transferring connected profiles, please sever the connections.
