

Group Change Request Form

Instructions:

1. Fill out form below
2. Email this form to:
 - a. Current Group Admin
 - b. New Group Admin
 - c. support@ionlake.com
3. Once ionlake has received positive confirmation from your current group admin we can move the account.

Customer Information

Customer Name	
Customer Email	
Customer Phone	
MyRepChat Number	

Current Group Information

Current Organization Association	
Current Organization Admin	
Admin Phone	
Admin Email	

New Group Information

New Organization Association	
New Organization Admin	
Admin Phone	
Admin Email	

Change Request:

I _____ am requesting for my account _____ to be moved from group _____ to the group _____.

I understand that if this change is approved (Initial):

_____ I am aware of any billing changes that may occur due to organization associations and discounts.

_____ I am aware of any group settings that may change when moving to my new group.

_____ I am aware that there may be time when my account is in Review, per my new groups policies.

Reason for change:

Name: _____ **Date:** _____

Signature:

Group Change Approval/Rejection Form

Instructions:

1. Review the Group Change Request Form emailed to you by requester.
2. Fill out the form below.
3. Email back to:
 - a. Requester
 - b. New group admin (email should be provided by requester).
 - c. support@ionlake.com
4. If approved, support@ionlake.com will move the account from your group to the new group. If rejected, support@ionlake.com will not take any action on the account.

Account Information

MyRepChat Account Name	
MyRepChat Number	

Group Information

Group/Organization Name	
Group Administrator	
Accept/Reject	

Reason for Accept/Reject Response

Name: _____ **Date:** _____

Signature: _____