



Account Information Change (AIC) Form
 Primary Contact and/or MyCalyx Administrator Change
 Add/Remove other Contacts listed on Account

Account ID # _____ or Serial # _____

Company Name _____

Primary Contact of Record Change

I, _____, as Owner President Vice President
 of _____, give my consent to change the Primary Contact of Record on the
 Calyx® Software account from the currently listed Primary Contact of Record and hereby appoint
 _____ as the new Primary Contact of Record. I understand that by appointing
 this person as the new Primary Contact of Record, I am giving them full authorization to make changes to the
 account, including the right to change company information, change passwords, purchase/cancel seat licenses, etc.

Signature of Consenting Official: _____ Date: _____

**New Primary Contact of Record Information:

Title: _____ Email Address: _____

MyCalyx.com® Administrator Change

I, _____, as Owner President Vice President
 of _____, give my consent to change the MyCalyx.com Administrator for
 Point® and/or PointCentral® account and hereby appoint _____ as
 the new MyCalyx.com Administrator. I understand that by appointing this person as the MyCalyx.com
 Administrator, I am giving them full authorization to administer the MyCalyx.com website, including deploy seats,
 set up specific functions for each end user, purchase products, maintain the user management site, etc.

Signature of Consenting Official: _____ Date: _____

**New MyCalyx.com Administrator Information:

Title: _____ Email Address: _____

Add / Delete other Contact(s) Listed on Account

When adding contacts, please include title & email address; when deleting contacts, write the name followed by the word *Delete*

Please return the completed form via email to your Account Manager or salesadministrators@calyxsoftware.com