



## Point of Sale Admin Change Request

Email to: [PSG@calyxsoftware.com](mailto:PSG@calyxsoftware.com)

Attention: Point of Sale Support

Acct ID: \_\_\_\_\_

Old Primary Email Address: \_\_\_\_\_

Old URL: \_\_\_\_\_

New Primary Email Address: \_\_\_\_\_

New URL: \_\_\_\_\_

Are you requesting multiple POS accounts to be merged under the new Admin? Yes:  No:

Would you like to have your Administration Site Password Reset? Yes:  No:

Reason for change request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Signature: \_\_\_\_\_

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