To add or modify existing users in Transact, please fill out the below:

**Add User:**

Please provide the information below for the new user

Employee Name:

Employee ID Number:

Email:

Telephone:

**Department Authorizing Signature**

*All assigned Transact users agree to complete the annual PCI training annually prior to obtaining Transact access. In addition, the users have also reviewed the eMarket storefront & user guide and have understood its contents.*

Signature of Authorized Signer (Dir or Assc Dir) and Printed Name Date

**Modify User:**

Provide employee name of user to be modified:

Selection action: Delete [ ]  Modify [ ]

If modify, provide old information that needs to be changed and new information to add:

**Additional Information:**

**Note: All Transact users must complete PCI training prior to access and annually subsequently.**