



# Website Administrator Change Form

## Agreement

To update the web administrator login information on your account, please complete the necessary fields in the form below. By doing so, the web administrator acknowledges and agrees to the terms and conditions outlined in the initial partnership application. These terms and conditions are subject to periodic amendments, and with each usage of the web account, the web administrator reconfirms their agreement to abide by them. These are available upon request.

By signing below, the Web Administrator agrees to manage the password file on [www.dandh.com](http://www.dandh.com), serve as the primary contact for site issues, handle user management and login assistance, ensure account security, and support organizational queries. Responsibilities include implementing best practices for password protection, resolving website concerns, creating and managing user accounts, monitoring compliance, assisting with login difficulties, and safeguarding user information.

At D&H, we discourage sharing login credentials for administrators and sub user IDs. With Multifactor Authentication (MFA), each user has secure and auditable access. Sharing logins increases security risks and complicates managing access, resetting passwords, and supporting accounts.

## Account Information:

|                     |  |
|---------------------|--|
| ACCOUNT NUMBER      |  |
| LEGAL BUSINESS NAME |  |
| BUSINESS ADDRESS    |  |
| FEIN                |  |

## Administrator Log in Credentials:

|               |  |
|---------------|--|
| NAME          |  |
| EMAIL ADDRESS |  |
| PHONE NUMBER  |  |

By signing below, I agree to the above terms and conditions:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Selecting the FORGOT PASSWORD link on our homepage at [www.dandh.com](http://www.dandh.com) can retrieve a misplaced password.

Email completed requests to: [passwords@dandh.com](mailto:passwords@dandh.com)