_About_the_Change_of_Authority_Content_v1

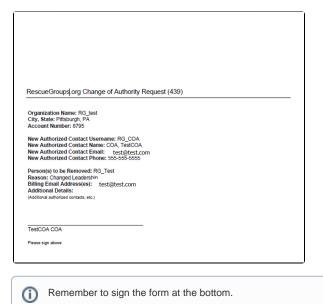
To request a Change of Authority:

escueGroups.org Change of	Authority Request
Organization Information	
Organization Name*	
City, State*	
Account Number	Leave blank if not known.
New Authorized Contact	
Username	
	Enter your user name, or if you don't have a user name please leave this field blank. If you do not provide a valid user name we will create a new user acco
	for you.
Firstname *	
Lastname *	
Email Address*	
Phone Number*	
Additional Information	
Person(s) to be Removed *	
	· · · · · · · · · · · · · · · · · · ·
	The Site Admin role will be removed from all users. You will need to add this b to the appropriate users.
Reason *	
Billing Email Address(es)*	

2. After submitting the request form, a page displays giving you further instructions. It looks like this:

44	RescueGroups. org <email@rescuegroups.org> To:</email@rescuegroups.org>
	RescueGroups.org
	technology solutions animals can live with
	r Change of Authority Request has been submitted, however you must also send a letter via al mail on organization letterhead for the change to be considered permanent.
Belo	w, there is a link that can generate a pdf for you to print on your organization's letterhead.
Mail	to:
	cueGroups.org
	Box 1245 ie. MD 20718-1245
	erate Change of Authority PDF
	» Home » Contact Us » Sign-Up
	© 2002-2017 RescueGroups.org, Inc.

3. Now, print the included PDF file on organization letterhead and be sure to sign it.



- 4. Scan or photograph the letter you printed and email our support team with your Change of Authorization request and be sure this information is attached. If you have an open support ticket on the topic, you can simply reply to the ticket with this attachment.
 - You are also welcome to mail or fax your signed Change of Authorization as well, but this will take longer to process.

The COA will be processed as soon as we receive a hard copy or a scanned version of your official request.

When processing a COA request, our staff will attempt to confirm that the new authorized person is officially associated with the organization. If we are unable to do so through public records, we may reach out with a request for additional documentation.

Mail to: RescueGroups.org PO Box 1245 Bowie, MD 20718-1245

Email to: support@rescuegroups.org

Fax to: 240-630-4880



Your Change of Authority request will not be processed until we receive your paperwork. Your paperwork must include the printed COA form on organization letterhead or it will not be processed.