

**HEA Email Change Request Form**

The goal of this form is to allow HEA customers to inform HEA staff of any changes to their email addresses. Such changes may include, but are not limited to, new domain names, email forwarding, primary DNS URL name change, and more. This form will allow HEA to track requested changes as well as serving as an authorization from the customer for HEA to provide services. Requests cannot be fulfilled without a signed authorization.

**Email Account Information**

Please define what type of change you are requesting:

- Update Current Email Account     Add New Email Account     Delete Existing Email Account     Create Email Forwarding

\_\_\_\_\_ Domain Name \_\_\_\_\_ Extension (.com, .net, etc.)

\_\_\_\_\_ User ID \_\_\_\_\_ Password \_\_\_\_\_

Describe job description and acceptance criteria:

**Authorization**

\_\_\_\_\_ Company Name \_\_\_\_\_

\_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

\_\_\_\_\_ Last Name \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_