

**ADMINISTRATION ROLE REQUEST FOR REYNOLDS CUSTOMER PORTAL**  
 (https://my.reyrey.com)

**Please PRINT and EMAIL the completed form to [portal\\_mailbox@reyrey.com](mailto:portal_mailbox@reyrey.com)**

Single Location	All Locations (Enterprise)
<input type="checkbox"/> <b>Administrator Role</b> <i>Manage Users &amp; eTickets for <u>One Location</u></i>	<input type="checkbox"/> <b>Enterprise Administrator Role</b> <i>Manage All Users &amp; eTickets for <u>All Locations</u></i>
<input type="checkbox"/> <b>My Billing Role</b> <i>for one <u>Single Location's Invoices</u></i>	<input type="checkbox"/> <b>Enterprise My Billing Role</b> <i>for <u>All Location's Invoices</u></i>
	<input type="checkbox"/> <b>ERA Enterprise eTickets Role ONLY</b> <i>view &amp; manage eTickets only or <u>All Locations</u></i>

1. Your Full Name: \_\_\_\_\_ Your Job Title \_\_\_\_\_
2. Your Login ID for my.reyrey.com: \_\_\_\_\_
3. Your Email Address (Required for confirmation): \_\_\_\_\_
4. Your Phone Number (Required for follow-up questions): \_\_\_\_\_

*Please list below ALL separately identified Stores/Dealerships AND their associated 7 digit Account Number(s) that will be part of the Enterprise Admin, Billing and/or eTicket group.*

Reynolds Account#	Company Name	Address	City	State/Prov

By completing and signing this Authorization and returning the signed copy by email to The Reynolds & Reynolds Company ("Reynolds") Technical Assistance Center at [portal\\_mailbox@reyrey.com](mailto:portal_mailbox@reyrey.com), to the attention of "Enterprise Portal Support," you certify that you are a duly appointed officer\* of the Company named below. In that capacity, you confirm that your Company authorizes and directs Reynolds to grant administrator privileges to the above-named individual for the Reynolds Customer Web site. You understand that the administrator will be able to create, modify, and delete user accounts for other individuals within your Company. Also, the Administrator can grant users access to Reynolds billing information and other resources available through the Reynolds Customer Web site. You understand that the administrator will be able to create, modify, and delete user accounts for other individuals within your Company. Also, the Administrator can grant users access to Reynolds billing information and other resources available through the Reynolds Customer Web site.

You agree that the Company is responsible for reasonable and appropriate measures to safeguard the requested information, the Web site used to store and access it, and any passwords used to access this Web site and this information, to the extent those resources are under the Company's control. You agree that an officer of the company will notify Reynolds in writing prior to any change in the authority of the Company or the Administrator to access the Web site or receive the information available on it. The Company hereby indemnifies and holds harmless Reynolds and its officers, directors and employees from any harms arising from the access and use of this Web site and any information on it that is enabled by the Company.

By signing below, you also represent that you are an authorized agent of the Company, that you have full right and authority to sign this authorization and give the authorization described above on behalf of the Company.

This Authorization Request is subject to the terms of the Authorization Letter and the Master Agreement between Reynolds and Company, including the terms and conditions of the then-current version of the Customer Guide (at <https://my.reyrey.com>). If an Authorization Letter and the Master Agreement are not in effect and Reynolds accepts this Authorization Request, the terms and conditions of the Authorization Letter and Master Agreement shall be deemed to apply.

ALL OF THE ABOVE IS CONFIRMED AND AGREED TO: (Below information to be provided by Company - Failure to provide complete information may delay performance of work by Reynolds).

**\*Officer's Signature:** \_\_\_\_\_

Print Officer Name: \_\_\_\_\_

Print Officer Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*An Officer will have one of the following Titles:**

- |                            |                            |
|----------------------------|----------------------------|
| 1) President               | 7) Directeur (Canada Only) |
| 2) Vice President          | 8) Generale (Canada Only)  |
| 3) Secretary               | 9) General Manager         |
| 4) Treasurer               | 10) Controller             |
| 5) Chief Executive Officer | 11) Dealer Principal       |
| 6) Chief Financial Officer | 12) System Administrator   |

**EMAIL THIS FORM TO [portal\\_mailbox@reyrey.com](mailto:portal_mailbox@reyrey.com)**

Revised June 9 2022