AES*Direct* Technical Assistance Request Form

Select reason for request:

- ☐ Account Locked out due to unsuccessful login attempts
- ☐ Expired Password
- ☐ Account Administrator has left the company / I wish to change my Account Administrator
- ☐ I wish to disable my AES*Direct* Account
- ☐ I wish to re-enable my disabled Account

Company Information:

Company Name: _____

Company EIN: ____ - _____

AESDirect Username: _____

    Account Administrator Name: _____

    Direct Contact Telephone No: _____

    E-mail address: _____

_____
Account Administrator / Company Officer Signature

Please note: This form is *only* valid if the Account Administrator signs the request. Active Account Administrators that wish to transfer their roles to another person in the company can do so online. Please refer to the Account Administrator User Guide for instructions. This section should only be completed if the Account Administrator left the company and login information is unknown. To change Account Administrator, please provide the complete the information below. A corporate official must sign the request and provide his/her contact information to deliver login information to new Administrator designee.

New Account Administrator:

Name: _____

E-mail: _____

Phone Number: _____

Address: _____

    _____

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