



Please complete the following information and email the form to: supportcare@neopost.com.

### myNeopost - Dealer Account Setup Form

Please fill-out the user's information, check-off the desired access-level for that user, and provide authorization information and signature below, before faxing.

Dealer Type:  COD  Neopost Only  Hasler Only  Dual Brand Dealer

User's Full Name: \_\_\_\_\_

Dealer Number: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

User's Email Address: \_\_\_\_\_

For security, please enter user's birth date: \_\_\_\_\_

I, the Dealership Owner, verify that this information is correct and authorize Neopost USA to grant access to the user listed above at the following level (**check one**):

**Principal/Manager** (Business Center, Lease Quote Tool, Commission Reports, Data Export, Invoices, Orders, Postage Activity, Order Collateral, Tech Ops, Online Ordering)

**Admin** (Business Center, Lease Quote Tool, Invoices, Orders, Postage Activity, Order Collateral, Tech Ops, Online Ordering)

**Sales Rep** (Business Center, link to Tech Ops)

**Service Tech** (Business Center (no pricing or promotions), link to Tech Ops)

*Note: The Business Center is a document library for price books, promotions, sales & marketing materials, general forms, and training schedules.*

I understand that this user will remain active until I notify Neopost USA that their account should be deactivated.

\_\_\_\_\_ Dealer Principal Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Date

