



Registered User / Data Ownership
Change Request Form

Current SmartOffice® Registered User Name: _____

I hereby authorize Zinnia Distributor Solutions LLC to transfer my SmartOffice license, and the data contained within the SmartOffice application, to the new Registered User listed below. I understand that once this request is complete, I will no longer be listed as the registered user of the SmartOffice system in my office or have access to receive an export of my data from SmartOffice.

Current Registered User Signature: _____ **Date:** _____

New Registered User Name: _____

Position/Title: _____ Email: _____

New Street Address: _____

Municipality, Province, Postal code: _____

New Phone: () _____

Payment Information: Please complete the attached form with updated payment information.

As the new Registered User for the SmartOffice system in my office, I agree and accept the terms and conditions set forth in the SmartOffice Master Subscription agreement, and to the payment terms agreed to by the Current Registered User listed above.

New Registered User Signature: _____ **Date:** _____

Once completed, please fax all signed documents to (866) 422-0259
or email to crmbilling@zinnia.com.

For Internal Use Only	
Server:	Office ID:
MAS90:	
Completed by:	Completed on:

