

User ID Merge Request Form

This request form is for LCPtracker Users who have more than one User ID and would prefer a single User ID when logging into the system. User must fill out form completely and email back to the Support department. *Please note that incorrect information or multiple contacts in a User ID could delay your request.* Complete this form and email to support@lcptracker.com.

Requestor Information

The Contact Name & Email in each account under Set Up > Company Information must:

1. Match the requestor information below **OR**
2. The user listed in the Contact Name field within the “Company Information” section must send an email to the support technician assigned to your case approving the merge. Please include:

Company Name: _____

Requestor Name: _____

Requestor Email: _____

Enter information for each User ID you have and would like merged (Do NOT include password)		Move all accounts/databases in this User ID? (Yes/No)
Example	7146690052134	Yes
1		
2		
3		
4		
5		
USER ID YOU WANT TO KEEP >>>		

The user will be notified when the merge is completed and may continue working under all User IDs individually prior to the merge. Once merge is completed, all information will be under one User ID. *Please note, there are scenarios where User IDs may not be eligible to be merged and LCPtracker will notify you if one of your user IDs falls under one of these scenarios.*

If a user ID has multiple accounts associated with it, LCPtracker will review the contacts on file for those accounts. If they differ from the requestor on this form, LCPtracker will communicate your request to those other contacts to confirm their approval of the merge. **It is the responsibility of the requestor to inform any other contacts of the upcoming change to the User IDs you are requesting to merge.**

By submitting this form to LCPtracker and checking the box below, you hereby authorize the merge of your ID as described above.

I, _____, hereby authorize merging the above-referenced User IDs.