

Kansas.gov Subscriber Access Change Form

STEP 1: SELECT AN ACTION(S)

- Add new user Change information for existing user Update Contact Info
 Delete existing user Reset password for existing user

STEP 2: ACCOUNT INFORMATION

| | |
|---------------------------------------|--|
| Kansas.gov Subscriber Name: | |
| Kansas.gov Subscriber Account Number: | |
| Address (Street, City, State, ZIP): | |
| Phone Number: | |
| Account Administrator Email Address: | |

STEP 3: USER INFORMATION

| | |
|---------------------------|--|
| User Name (First, Last): | |
| User Email Address: | |
| User Phone Number: | |
| Username (if applicable): | |

Kansas.gov Account Administrator Signature*: _____

Printed Name: _____ Phone: _____

Date: _____

***This form MUST be signed by the Kansas.gov Account Administrator.**

STEP 4: TRANSMIT FORM

Please send one signed, completed form per account. Send via email (pdf), fax, U.S. Postal service to:

| Email | MAIL | FAX |
|------------------------|---|-----------------------------------|
| Ks-helpcenter@egov.com | Kansas.gov 534 S. Kansas Ave., Ste 1210 Topeka, KS 66603-3434 | 785-296-5563 Attn: Help Center |

Your account will be updated within 3 business days of receipt.