



# Contractor Addition Request

Want to track the progress of your request? Attach this form to your online support ticket submitted through our Self Service Portal at [support.paya.com](http://support.paya.com)

Please return this signed and completed form by email to [cscaccountupdates@paya.com](mailto:cscaccountupdates@paya.com) or by fax to (703) 991 – 5374

## OFFICE INFORMATION

	<b>Commerce Technologies Corporation</b>	908245
REQUESTING RELATIONSHIP MANGER (RM)	ISO	ISO #

## TEMPLATE INFORMATION (please specify the template the contractor will be assigned to)

4977 Commerce Technologies Corporation  
 Template

## CONTRACTOR INFORMATION

@commerceTech.com  
 Email Address

(310) 321-5400  
 Phone Number

Name  
3738 Bayer Ave, Suite 203

<u>Long Beach</u>	<u>CA</u>	<u>90808</u>
City	State	Zip Code (+4)

Social Security Number

## PLEASE SELECT CONTRACTOR LEVEL

- |   |   |
|---|---|
| <input type="checkbox"/> ISO Template Group Admin | <input checked="" type="checkbox"/> ISO Admin |
| <input type="checkbox"/> Data Entry               | <input type="checkbox"/> Contractor           |

## PLEASE CHECK APPLICABLE PERMISSIONS

<input checked="" type="checkbox"/> 135 View Works in Progress	<input checked="" type="checkbox"/> 143 Residual Reporting
<input checked="" type="checkbox"/> 136 Start New Applications	<input checked="" type="checkbox"/> 146 Lead Source Report
<input checked="" type="checkbox"/> 137 Submit New Applications	<input checked="" type="checkbox"/> 157 View Merchant Change Logs
<input checked="" type="checkbox"/> 138 View Existing Merchants	<input checked="" type="checkbox"/> 181 View Sales Library Documents
<input checked="" type="checkbox"/> 139 T&E Reporting	<input checked="" type="checkbox"/> 190 View Cost Column on Orders
<input checked="" type="checkbox"/> 140 Pending Reporting	<input checked="" type="checkbox"/> 202 View ACH Commission Reporting
<input checked="" type="checkbox"/> 141 Equipment Reporting	<input checked="" type="checkbox"/> 204 View Application Branding
<input checked="" type="checkbox"/> 142 Gateway Email Reporting	<input checked="" type="checkbox"/> 205 View Universal Change Amount on Terminal Wizard Part Select

Please allow three (3) to five (5) business days for your request to be completed.

