USER ID MERGE REQUEST FORM

This form is for LCPtracker system users who have more than one User ID (i.e., log-in to system) and they would prefer one log-in. User **MUST** fill out form and email back to the Support department or database Admin as directed for merge requests to be fulfilled. Please note that incorrect information could delay your request. Be certain your information is correctly listed.

Enter Information for each User ID you have and need merged. Please note that "DPI - yes/no:" is asking whether you have purchased a Direct Payroll Interface (DPI) from LCPtracker. We need this information to complete your request.			Current User ID# (Do NOT include passwords!)	Move All Accounts associated with ID#? Yes/No
Example	Company Name: Contact Name: Contact email: DPI - Yes/No:	GD Inspection Services, LLC Stacey L. Doll support@lcptracker.com DPI: no	8885551212	Yes
1	Company Name: Contact Name: Contact email: DPI - Yes/No:			
2	Company Name: Contact Name: Contact email: DPI - Yes/No:			
USER ID YOU WANT TO KEEP>>>				

Request fulfilled within 5 business days (or sooner) and User will be notified when completed. User may continue working under all User IDs individually and once merge(s) completed all information will be under one User ID. If you have more than two user ID's, please send use multiple forms. Please note there are scenarios where User IDs may not be merged unless account is Multiple Assignment enabled:

- User is on same project more than once as subcontractor to different companies;
- User may be on same project as subcontractor to same company with different contracts;
- Please note that some administrator(s) do NOT allow merges without their permission. You will be notified if any of your request IDs fall under these accounts.

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.
  (Name and title, if applicable)

Please email this completed form to either Support@lcptracker.com, or to your client if so directed.

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