



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: \_\_\_\_\_

New City, State and Zip: \_\_\_\_\_

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](mailto:crmbilling@zinnia.com).

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

