

CUSTOMER SETUP FORM

This Customer Setup Form provides FirstTwo with: (1) agency contact information, so that we know who best to contact when corresponding with agencies; (2) the identification of the "Administrator(s)" who will manage accounts on behalf of the agency; and (3) how the agency prefers to allow new accounts to be activated.

Agency Info

Only the business contact or technical contact can make changes to this form.

Agency Name	
Business Contact	
Technical Contact (if applicable)	

Administration

FirstTwo allows Administrators to manage their agency's users from within the FirstTwo platform. Allow the below personnel to be the primary administrator(s). Additional administrators can be added by current administrators at any time while in the FirstTwo platform. Note: all administrators must create accounts to manage users.

Administrators can then use 'Manage Users' on the FirstTwo Main Menu or visit <https://www.firsttwo.com/useradmin>. Additional agency settings can also be found here.

Name	FirstTwo Account Email

Log Requests

We keep a 90-day log of customer activity, available to customers on request. Who in your agency should be allowed to request these logs:

Name	Title	Contact Info

Activation of New Accounts

Primary Email Domain Name Used by Agency	
Additional Email Domain Name(s) (if applicable)	

- ☐ Allow anyone with an email address from the above domain(s) to create an account
- ☐ Allow only specific email accounts added by the Administrator(s) to create an account

FirstTwo Customer and Technical Support

Support can be contacted through support@firsttwo.com or by calling (888) 934-7782.