

## Progressive Corporate Request to Add/Delete a user to iSupplier

Instructions: This form must be filled out in its entirety and be signed by an Authorized User already on the account with the Corporate ISP Manager responsibility. If the Authorized User is no longer employed, the owner of the Company must complete the form. There are several ways to complete & submit the form.

1. Complete on-line, sign, print & fax to: 440-603-5560, Attn: Supplier Maintenance
2. Print the form, complete, sign & send to: Progressive Insurance, Attn: Supplier Maintenance, PO Box 94505, Cleveland, OH 44101 or fax to above #.
3. Complete on-line, sign, print, scan and send via Email to: [corporateisupport@progressive.com](mailto:corporateisupport@progressive.com)

Please choose one of the following:  Add User  Delete User

### Requestor's Information

(this is information on the user submitting this request)

Supplier Name	<input type="text"/>
Progressive Supplier #	<input type="text"/>
Requestor's Name	<input type="text"/>
Supplier's Address	<input type="text"/>
Requestor's Email	<input type="text"/>
Requestor's Title	<input type="text"/>
Supplier's Tax ID	<input type="text"/>

### User's Information

(this is information on the user to be added to the account)

First, Last Name	<input type="text"/>
Phone #	<input type="text"/>
Email Address	<input type="text"/>
User ID (will be fill in by Progressive after form is submitted)	<input type="text"/>

### User Access Type - What level of access should the new user have?

- VIEW ONLY ACCESS**/Corp ISP External View - view invoice, PO, payment & bank information
- VIEW/EDIT ACCESS**/Corp ISP Manager - same access as above plus user can create invoices & modify bank information

If this request is to **DELETE** a user complete the following fields

User Name	<input type="text"/>
Date to Delete	<input type="text"/>

Authorized Representative's Signature  Date