

Directions for Downloading, Updating and Submitting a revised CP Agreement Exhibit

1. Download the appropriate Exhibit A and/or B to your desktop and edit the appropriate grey fields throughout the documents.
2. At the top of the first page, fill in your existing CP Agreement Contract Number and the Revision number if known.

3. Customer Portal Administrators (Exhibit A Only)

Fill in all fields to reflect the existing Primary and Secondary Administrators or the new designated Primary and Secondary Administrators. Please fill this out every time a revised Exhibit A is submitted.

4. Customer Subsidiaries (Exhibit B Only)

If your company has subsidiaries that also have a business relationship with BPA and you would like a CP site set up for the subsidiary, list all subsidiaries on Exhibit B. All users listed on Exhibit A will have access to your company's site and all subsidiary sites.

5. CP User(s) (Exhibit A Only)

These are the individuals within your company that will have a need to access CP or that currently have access and do not need it any longer. Fill in the pertinent information including if they are being added or removed. If the user is being added, include the type of the permissions they will be authorized to have. Details explaining the types of permissions are listed in Section 2 of Exhibit A. If permission level changes for an existing employee, and they still need access to CP, mark them as “existing” and fill in the **new** permission level.

6. Authorized Third Parties(s) (Exhibit A Only)

These are the individuals external to your company that will have a need to access CP or that currently have access and do not need it any longer. Fill in the pertinent information including if they are being added or removed. If the user is being added, include the type of the permissions they will be authorized to have. Details explaining the types of permissions are listed in Section 4 of Exhibit A.

Note: If the Exhibit A (short form) does not have enough spaces to list all your CP users and/or Authorized Third Party users, please use the Exhibit A (long form). The only difference between the forms is the amount of spaces to list CP users and Authorized Third Party users.

7. Signature Block

Fill out the fields and sign.

Send the completed, signed and dated form to your BPA Customer Account Executive in one of the following ways:

- (1) by US Certified Mail with return receipt requested;
- (2) electronically (via email), if both Customer and BPA have means to verify the electronic notice's origin, date, time of transmittal and receipt; (electronic signature such as pdf);
- (3) by another method agreed to by the Customer and BPA.

Note: (2) above, is the preferred method as either an electronically signed document, or a scanned PDF of the document.