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 each page fill in your existing CP Agreement Contract Number and Revision number if known.

3. **Customer Portal Administrators**

   Fill in all fields to assign the Individuals that will be designated as your Primary and Secondary Administrators. This must be completed (Exhibit A only).

4. **Customer Subsidiaries**

   If your establishment 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 establishment's site and all subsidiary sites.

5. **CP User(s)**

   These are the individuals within your establishment 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.

6. **Authorized Third Parties(s)**

   These are the individuals external to your establishment 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 and signed form to your BPA Customer Account Executive in one of the following ways:

   (1) by US Certified Mail with return receipt requested;

   (2) electronically, if both Customer and BPA have means to verify the electronic notice's origin, date, time of transmittal and receipt; or

   (3) by another method agreed to by the Customer and BPA.

   Note: (2) is the preferred method as a scanned PDF of the document.