

## **Transfer User**

In order to transfer a license to another user, an authorized representative from your organization should send in a completed Authorized Group Services Form and a Personal Security License. Please ensure that all appropriate sections are completed including the ERBA access section of the Authorized Group Services Form, if applicable.

Please fax the forms to Customer Service at 416-360-6069. Please note, there is a \$55.00 fee to transfer a license (Current Price Sheet), which will automatically be deducted from your Teraview deposit account.

Once received, forms will be processed within 24 hours. The applicant will receive a confirmation by email along with instructions on how to enable their access.