

## **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 e-mail the forms to Customer Service at [admin@teraview.ca](mailto:admin@teraview.ca). 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.