

Along with completing the attached order form, please provide DRC with answers to the following questions to ensure there will be no delay in the implementation of your order. For TABE scanning customers, please complete sections 1 & 5 only. Once completed, please fax or email all documents, including purchase order, to DRC Customer Service. (Fax: 800-282-0266 or Email: shelfcustomerservice@datarecognitioncorp.com)

1. Please list below, the name and contact information of the primary point of contact and the legal name of your organization. (This person will be contacted to confirm implementation.)

Legal Account Name: \_\_\_\_\_

Site Name: \_\_\_\_\_ Point of Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Your Online account will not be set up until Final Confirmation is completed. Our implementation team will reach out to the Point of Contact indicated above. Please make sure this person is aware that a call and/or email will be placed to them. Your account set up is contingent on this final confirmation being completed. The implementation team member will review the account set up and review the startup process with the Point of Contact. Once the final confirmation has been completed, a welcome email will be sent with installation instructions and instructions for accessing detailed user guides. Within 24-48 hours after this email, the point of contact will receive two system generated emails, one with their username and the second with their password.

**\*\*Please Note- Failure to provide DRC with all the necessary documentation for your Online order, could delay implementation.\*\***

3. If this is a **Renewal**, (already have an existing online account) please provide the District\School Code(s) and Site Name(s) as listed in the TABE DRC INSIGHT Portal where the administrations should be applied.

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#### 4. Point of Contact Change Request:

Complete this section if the Point of Contact has changed or is no longer with the organization. Request to change an existing Point of Contact must be in writing. Changes cannot be made over the phone.

Site Name: \_\_\_\_\_ Previous Point of Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ New Point of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### 5. Local Scanning:

Does your site already have an online account?

- If yes, please list the district name and district code as specified in the online system.

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