

# PartnerPortal Access Form

## Contractor Information

Contractor Legal Name: \_\_\_\_\_  
Contractor DBA Name (if any): \_\_\_\_\_  
Program Name: \_\_\_\_\_ Contractor ID Number: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Authorize User/Request User Website Access & Permissions

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Permissions\*: *Sign PAF*  *Emails*  *LDR*  *Admin\*\**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Permissions\*: *Sign PAF*  *Emails*  *LDR*  *Admin\*\**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Permissions\*: *Sign PAF*  *Emails*  *LDR*  *Admin\*\**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Permissions\*: *Sign PAF*  *Emails*  *LDR*  *Admin\*\**

- \* All user permissions (including PartnerPortal Admin) are assigned in this section. If a box is left unchecked, the user will not have access to that feature in PartnerPortal.
- \*\* Users with the Admin permission can add, change or delete user access to PartnerPortal.

*Sign PAF (Payment Authorization Form):* Allows user access to ExpressDocs 2.0 with ability to sign and upload documents.

*Emails:* User receives PAF notification via email.

*LDR (Loan Document Request):* Allows user to request loan documents.

*Admin :* Allows user to add, change or delete user access to PartnerPortal.

## Delete User/Request Termination of User Website Access Credentials

Name: \_\_\_\_\_  
Username: \_\_\_\_\_

## PartnerPortal Admin Authorization

I, \_\_\_\_\_, hereby authorize EnerBank USA to take the actions requested above.  
(PartnerPortal Admin Name)

PartnerPortal Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and email this form to [contractorsetup@enerbankusa.com](mailto:contractorsetup@enerbankusa.com) from one of your PartnerPortal Admins.

By completing and e-mailing this form, you (i) acknowledge that you can access and retain this form and (ii) are providing electronic consent to the use of electronic documents and signatures. Alternatively, you may complete, manually sign and fax this form to 866-510-4601. Questions? Contact PartnerPortal Support at 888-700-9610.