

Fundserv Electronic Billing Information Form

Use this form to register for Fundserv's Electronic Billing application. Once your company is set-up, subsequent changes to your billing contacts are made using the on-line "Update Contact Information" screen within the application. Once registered, the primary billing contact receives an e-mail notification whenever a new invoice is posted to the web. The contact can then use the link in their e-mail to view the most recent invoice.

Procedure:

1. If you do not have secure access, please contact your LRA or contact our Technical Support department at 1-800-267-3526.
2. Fill out this registration form then use the **Submit** button at the bottom of the form to send this PDF electronically to Fundserv.

Contact Information

Select the contact type: (All billing contacts require secure access)

Primary billing contact

Alternate billing contact

Other, please specify

List all companies (company name & code) for which this contact information applies:

Company Name

Company Code

Name of Contact

Title:

First Name:

Last Name:

Job Title:

Main Company Telephone:

Direct Contact Telephone:

Main Company Fax:

Direct Contact Fax:

E-mail:

Street Address:

City:

Province/State:

Country:

Postal/Zip Code:

Language of Correspondence: **English** **French**

Completed by:

Comments: