



KEMI.com Administrator Designation Form

To ensure the security of KEMI Servers, the Account Holder's President, CEO, or Designee shall designate an administrator. By designating an administrator, the Account Holder represents and affirms that such person is trustworthy to ensure the security, confidentiality, and integrity of information accessible over KEMI Access Portals.

The Account Holder's administrator is responsible for creating and maintaining the security of all existing and new authorized user name(s) and password(s). In addition, the designated administrator shall have the rights to grant and revoke authority for the Account Holder up to, but not exceeding, the administrator's own rights.

Business Name: _____

KEMI Policy Number, Agency Number, or FEIN: _____

Designated KEMI.com Administrator Name: _____

Designated KEMI.com Administrator Email Address: _____

Designated KEMI.com Administrator Phone Number: _____

The undersigned represents that he/she has the authority to designate a KEMI.com administrator as indicated above. The Account Holder and all authorized users of the Account Holder are bound by the terms and conditions set forth in the Terms and Conditions of Use Agreement.

Print Name and Title: _____

Phone Number: _____

Signature of Authority for Designation: _____ Date: _____

Complete all fields and email the signed form as an attachment to policy@kemi.com.