

API Customer Number#*		Requested By*	
Date of Request*		Phone*	

*Required

Changes to existing Management/Consultant accounts need to be updated separately.

Please [click here to access the Existing Management/Consultant Change Form](#)

To request a new Management/Consultant account contact CustomerService@api-pt.com.

Primary Account User Changes	
New Primary Contact Name <i>For PT Sample Shipments</i>	
New Primary Contact Email <i>Main PT Login Access</i>	

Please note that changes to the primary contact email may result in changes to the previous contact's login access. Login access is tied to the primary email address on file. Changing only the contact name will not allow login access or change access. Once an email change is made, our system will send an automated password reset email. If you wish to leave the password the same, please disregard this email.

Any changes to Sub-User accounts will need to be updated by the primary account user.

Please [click here to access our web page](#) with further instructions regarding Sub-User accounts.

Changes to Shipping Information <i>(Shipping address cannot be a PO Box)</i>		Changes to Billing Information	
Facility Name		Facility Name	
Street Address		Mailing Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Fax		Fax	

Please note that any changes to your account will take place upon receipt. Due to system limitations, we are unable to take requests for future changes. Please submit changes only at the time you are ready for them to take effect.

Please submit completed form to CustomerService@api-pt.com