

Use this form to add an additional SuperUser or multi-office SuperUser account for InstanetForms™ and DocBox™. This may also be used to update a SuperUser account.

During initial setup, the Participant is automatically designated the SuperUser and may be reassigned to another broker.

Attach additional pages as necessary for more SuperUsers or offices.

Participant information

• Denotes required field

• Username <small>(6 character code based on real estate license)</small>	
• First name	• Last name
• Office name	• Office ID
• Email	• Phone #

Add SuperUser account (✓ one)

<input type="checkbox"/>	Additional SuperUser* - annual cost of \$299 per account (automatic renewal)
• Name	• Username
• Name	• Username
• Name	• Username
<input type="checkbox"/>	Multi-office SuperUser* - annual cost of \$299 plus \$36 per office (automatic renewal)
• Name	• Username
• Office name	• Office ID
• Office name	• Office ID
• Office name	• Office ID

* Charges will appear on your next Metrolist statement.

Update SuperUser account

<input type="checkbox"/>	Reassign SuperUser
• Name (current)	• Username
• Name (new)	• Username

Note: This form requires the signature of the Participant.

For questions about this form, please contact Customer Support at (303) 850-9613, option 1.

• Participant (Managing Broker) signature	• Date
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