



Financial Services
**Additions/Changes/Deletions in
Org Managers/Authorized Signers for
multiple (20+) Advantage Accounts**

Purpose: When adding, changing and/or deleting Org Managers or Authorized Signers on multiple (20+) Advantage Accounts, utilizing an electronic Excel spreadsheet will expedite your request. Utilizing an electronic spreadsheet automates the process by uploading the information directly to Advantage which reduces the manual processing time.

A spreadsheet has been provided for your guidance. Please provide the following information:

- Advantage account numbers
- Advantage user(s) ID
- Indicate if the individual(s) will be added or deleted from the specified accounts by placing an A or D in the respective column
- Indicate whether the individual(s) is requesting to be the org manager or a signer.

Once the spreadsheet is complete, please e-mail the electronic file to the Advantage Helpline at advantagehelp@asu.edu.

A hard copy of the spreadsheet and the Advantage Form A will need to be submitted in addition to the electronic spreadsheet either via fax at 480-965-2625 or through campus mail to the Advantage Helpline, mail code 5812.

If you have any questions or concerns please contact the Advantage Helpline at 5-2334. Thank you.