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October 4, 2017

ATTENTION MOD ACCOUNT HOLDER:

We are transitioning to a new computer database system before the end of 2017. The way MOD accounts are handled will change when the new system is implemented.

In the new system, MOD accounts will be handled entirely online, through a Primary User account.

Primary User – has authority to add or remove Authorized Users and to modify account information; can also charge against the account for online filings.

Authorized User – has authority to charge against the MOD account (use it to pay for online filings); cannot modify account information or add other users.

We will pre-create accounts for all current MOD account holders. To do that, we need the following:

- An email from the MOD account holder containing the MOD account holder's name and MOD account number that:
 - Designates one Primary User;
 - Provides name, address, and email address of the sole Primary User; and
 - Lists Authorized User names and email addresses (no limit on number).
- Please provide the information no later than **October 31, 2017**.
- Email the information to us at filings.corp@azcc.gov

To minimize errors, we will not accept this information by telephone – we need it in writing.

NOTE – if you are also a Statutory Agent, you will receive or have received a similar notice about the Statutory Agent user account. The email you provide for your Primary User may be the same as the Statutory Agent email or it can be completely different – the two accounts (Stat Agent Account and MOD account) are separate.

Once the new system is implemented, you will be able to check your balance, review statements and charges, make a deposit, use the account to pay for filings, and make changes to the account information – all online.

The target date for implementation is December 11, 2017. Additional notices will be posted on our website, <http://ecorp.azcc.gov>, and you can also subscribe to the Business Buzz feed from the eCorp home page.