

Dear Cox Business Customer:

The following is a CPNI Registration Form sent in response to your request to change the authorized users on a Cox Business account. There is a total of two pages in this packet including this coversheet.

To ensure the fastest processing of this request, please be mindful of the following items:

- Carefully read and complete each section of this form. Incomplete forms will not be processed.
- The account holder cannot be changed by completing this form. Contact us online at [www.coxbusiness.com/chat](http://www.coxbusiness.com/chat) for more information regarding changing account ownership.
- Only the current account holder can sign this form.

After completing and signing the following page the form should be emailed to [acctmaintformupload@cox.com](mailto:acctmaintformupload@cox.com) for processing.

We look forward to assisting you with the requested account changes. If you have any questions you can contact us online at [www.coxbusiness.com/chat](http://www.coxbusiness.com/chat). Thank you for choosing Cox Business as your business solution!



# CPNI Registration Form

Cox Business' commitment to customer privacy has identified the need for the development of a strict customer verification process. This form is to be used to add authorized individuals to your account, as we will verify the calling party on each call.

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Company:

Account Number:

Phone:

Fax:

Email:

Service Address:

Billing Address:

Do you want your Cox PIN to print on the bill?      Yes      No

Create a 4-digit PIN for your account:

**Note:** A valid Cox PIN is a 4-digit number. It cannot be 1234, the same number repeated (e.g. 2222) or the last 4 digits of the Tax ID or Social Security Number.

Preferred Contact Method (Choose One):

US Mail      Email:

Email, optional:

Email, optional:

## Select a Secret Question / Answer

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What is your secret code?

What school did you attend at 10 years old?

What was the first concert you attended?

What was the last name of your 1<sup>st</sup> grade teacher?

What was the name of your first pet?

In what city did your mother and father meet?

What street did you live on in 3<sup>rd</sup> grade?

What is your maternal grandmother's maiden name?

Decline

**Answer to selected Secret Question:**

(5 - 20 characters) Not required if "Decline" was selected.

## Authorized Users

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**Any name currently on the account that is not listed below will be removed.** List the names of all individuals authorized to discuss account information, make changes, or receive billing information for this account.

**The Account Holder must sign and date below to authorize the requested changes.**

Account Holder Signature:

Printed Name:

Title:

Date: