

## Change of Status - Payscan or Strongroom Role Contacts

Use this form whenever there is a change in invoice input or approvers for a property in Payscan or Strongroom. Note: Only those with a Yardi or Strongroom login can be listed on this form. (Use Yardi or CINC and Strongroom New User Request form to set up new login.)

For short-term coverage (vacations, medical leave, etc.), use the out of office delegate process.

### Instructions:

- **Complete all fields and sections** by typing directly into the form using Adobe. Do not leave any fields blank.
- Select File, Save As and **change filename to contain property name and number**.
- Email completed form as attachment to **support@barkanco.com**. Whenever possible, the form should be submitted with at least three business days prior to effective date.

### 1. Property Information Property

Number\*

Property Name(s)\*

### 2. Current Set Up

To review the current setup:

- **Yardi** > Reports>Role Contacts>enter Property number>Display
- **Strongroom** > My Properties>Details>Role Member

#### Invoice Input/ Site Admin

User

#### Additional Invoice Input/Site Admin (Optional)

User

#### Approver1

User

#### Approver2

User

### 3. Requested Setup Property

**Type:\*** Direct/ No site staff  
On-site APM & PM  
On-site PM only

#### Invoice Input/ Site Admin

User

#### Additional Invoice Input/ Site Admin (Optional)

User

#### Approver1

User

#### Approver2

User

Status of person removed (no longer employed, transferred, out of office)\*:

### 4. Authorization (to be completed by the site supervisor)

Full Name\*

Email Address\*

Today's Date\*

Effective Dates\*

Notes Regarding This Request

**\* Required Fields. Incomplete forms cannot be processed.**