

## **Changing an Administrator and/or a Signatory for a Business Partner**

To replace an **Administrator** for a registered Business Partner, please follow these directions:

1. Draft a letter on your company's letterhead stating that the previous administrator is no longer with your company, or no longer in the role of Administrator.
2. In the letter include the information below:
  - Name of new Administrator
  - Email Address of the new Administrator
  - Phone Number of the new Administrator.
3. Have the Signatory for your Company sign the letter.
  - If the person that signed on behalf of your company when the Business Partner Agreement was executed is no longer with your company, please refer to the section below.
4. Email the letter to [RA-pdECMDSecurity@pa.gov](mailto:RA-pdECMDSecurity@pa.gov)

To replace a **Signatory** for a registered Business Partner, please follow these directions:

1. Draft a letter on your company's letterhead stating that the previous administrator is no longer with your company, or no longer in the role of Administrator.
2. In the letter include the information below:
  - Name of new Signatory
  - Email Address of the new Signatory
  - Phone Number of the new Signatory
  - Title of the new Signatory
3. Have the **new** Signatory for your Company sign the letter.
4. Email the letter to [RA-pdECMDSecurity@pa.gov](mailto:RA-pdECMDSecurity@pa.gov)

You can change both the Signatory and the Administrator for your company on the same letter, you just need to provide all the required information.



January 1, 2020

Registrar  
Pennsylvania Department of Transportation  
Bureau of Project Delivery, Systems Management Section  
400 North Street, 7th Floor  
Harrisburg, PA 17120

RE: My Company, Business Partner ID 000000

Dear Register:

We are requesting that John Smith be removed as our Administrator. He is no longer in that role. Please update your records to include James Doe as our new Administrator. His email is [JackDoe@MC.com](mailto:JackDoe@MC.com) and phone is 717.215.5555.

Additionally, we are requesting that Jane Doe be listed as our Signatory. Jill Smith is no longer in that role with our company. Jane's title is CEO and President. Her phone is 717.000.0000 and email is [JDOE@MC.com](mailto:JDOE@MC.com)

If you have any questions, please contact us at 1.800.000.0000

Thanks,

A handwritten signature in blue ink that reads "Jane Doe".

Jane Doe  
CEP and President  
717.000.0000  
JDOE@MC.com