



Account Email Update/Reopen Request

For purposes of this request, the following definitions apply:

- **Account Owner:** The person identified in our records as the owner contact on the (mt) account.
- **Account Contact:** A person identified in our records as an authorized contact on the (mt) account.

FILE THIS FORM IF, AND ONLY IF, YOUR SITUATION MEETS ONE OF THE FOLLOWING CRITERIA:

1. You are the Account Owner or an Account Contact and you no longer have access to the email address on file; or
2. You are the Account Owner and you would like to reopen your (mt) account.

ALL FORMS AND DOCUMENTATION MUST BE IN ENGLISH

Step 1 - Tell us about yourself, the (mt) account and the desired course of action (answers must be typed)

Domain Name or (mt) Account Number	
Account Owner/Contact Name	
New Email Address	
Your Role on the (mt) Account	<input type="checkbox"/> I am the Account Owner <input type="checkbox"/> I am an Account Contact
Desired Course of Action	<input type="checkbox"/> Update the primary email address on file <input type="checkbox"/> Reopen my (mt) account (Account Owner ONLY)

Step 2 – Copy your government-issued identification

A *color* copy of your government-issued I.D. must be included with your submission. We are only able to accept one of the following forms of identification:

- Government-issued photo passport (passport cards will not be accepted).
- U.S. Military photo I.D.
- Driver’s License or state photo identity card issued by the Department of Motor Vehicles (or equivalent)

IMPORTANT: If you are unable to provide identification that meets the requirements set forth above, or if we have reason to believe that your I.D. is expired, a forgery or otherwise invalid, we will be unable to process this request.

Step 3 – Affidavit

By signing below, I, _____, hereby certify, UNDER PENALTY OF PERJURY, that: (i) I am the Account Owner or an Account Contact; (ii) all of the information I have provided in support of this request is complete and accurate and (iii) I have read and agree to be bound by Media Temple’s terms and policies located on the World Wide Web in the “Legal Information” section at <http://www.mediatemple.net/legal/>. I agree that neither Media Temple, Inc. nor any of its employees, agents, assigns, affiliates or partners shall be liable to me, or any third-party, for any actions taken pursuant to this request. Additionally, I agree to defend, indemnify, and hold harmless Media Temple, Inc. and its employees, agents, assigns, affiliates and partners, from and against any claims, loss, liability and/or damages arising from this request or any actions taken by Media Temple, Inc. in connection therewith.

Sign

Date

ALL REQUESTS MUST BE EMAILED TO verification@mediatemple.net

Please allow approximately 3 business days for initial review.