

# Beere&Purves Ongoing Maintenance Request Form

As part of our service commitment to you and your groups, Beere&Purves will service your EaseCentral groups sold through B&P on an ongoing basis. Please provide the required information and complete the steps below to receive ongoing maintenance on your Beere&Purves EaseCentral groups. **Once completed, please send the form to [ec@beerepurves.com](mailto:ec@beerepurves.com).**

**Your information:**

Name	Company	EaseCentral URL

**Set up a Beere&Purves Maintenance Team and add Beere&Purves as an Employee to access requested groups:**

1. Create a “Beere&Purves Maintenance Team” team in the Organization section of your Broker/Agency EaseCentral account
2. Add Beere&Purves, with email address [ec@beerepurves.com](mailto:ec@beerepurves.com), as an Employee in your Broker/Agency EaseCentral account and select the new Beere&Purves Maintenance Team <sup>1</sup>
3. Check the “Daily Change Notification” box on the profile page <sup>2</sup>
4. For each group you are requesting below, add the new Beere&Purves Maintenance Team under the Administrative Access section of the Profile page

**Groups <sup>3</sup> you’d like Beere&Purves to perform ongoing maintenance on:**

1. Column A: Enter the group name
2. Columns B-D: Enter in the name, email, and phone number for the maintenance contact for each group (not a carrier contact) <sup>4</sup>

Group Name	Maintenance Contact Name <sup>4</sup>	Maintenance Contact Email <sup>4</sup>	Maintenance Contact Phone <sup>4</sup>

*Footnotes:*

1. Please contact [ec@beerepurves.com](mailto:ec@beerepurves.com) or see EaseCentral’s [support article](#) for more information.
2. Do not check the “Administrator” box, we only request access to Beere&Purves groups that you would like us to service ongoing.
3. Attached additional sheets if necessary.
4. This contact will be B&P’s main contact for any service communications.