



## New and Existing Customer Enrollment Checklist

### New Customer Checklist

For security purposes, the Web Enrollment Form will timeout if your session is left idle for 20 minutes. Please use the below checklist to ensure you have all information required before starting. If you are an existing customer, please use the checklist provided on page 2:

#### Authorized Personnel

This is the person who has authority to sign the RAPIDGate Terms and Conditions on behalf of your company:

- Name
- Title Email Address
- Phone Number

#### RAPIDGate Company Administrator (RCA)

This is the designated point of contact from your company who is responsible for managing the RAPIDGate Program account:

- Name
- Title
- Email Address
- Phone Number

#### Payment information

Fortior Solutions accepts standard checks, electronic checks, or credit card as payment for the RAPIDGate Program. If you prefer to pay by credit card, you will need the following:

- Credit card type
- Credit card number
- Credit card security code CSC/CW
- Credit Card expiration month/year
- Cardholder's Name
- Cardholder's billing address (including city, state and zip code)

#### Facility and Tenant Sponsor information

Your Tenant Sponsor will be a point of contact located at the facility that can verify that your company has legitimate business. Each facility has their own set of Tenant Sponsor requirements, if you are unsure what the facility requires please contact our Customer Service department at (877) 727-4342. Typically a facility will require the Tenant Sponsor to be military and located at the facility.

You will need to provide a Tenant Sponsor for each facility you need access to:

- Facility name
- Tenant Sponsor Organization
- Tenant Sponsor Name
- Tenant Sponsor Title
- Tenant Sponsor Email Address
- Tenant Sponsor Phone Number
- Contract Number
- Contract Expiration Date



## **Existing Customer Enrollment Checklist:**

If you already have submitted an enrollment form and have set up your RCA PIN please use the below checklist:

### **Web Enrollment Form Log-in Information**

- RCA PIN
- Company Code

### **Payment information**

Fortior Solutions accepts standard checks, electronic checks, or credit card as payment for the RAPIDGate Program. If you are already enrolled at two or more facilities, check the Standard Check Box and we will contact you if payment is needed. If you need to add a credit card to your account, you will need the following:

- Credit card type
- Credit card number
- Credit card security code CSC/CW
- Credit Card expiration month/year
- Cardholder's Name
- Cardholder's bill address
- Cardholder's city/state/zip code

### **Facility and Tenant Sponsor information**

Your Tenant Sponsor will be a point of contact located at the facility that can verify that your company has legitimate business. Each facility has their own set of Tenant Sponsor requirements, if you are unsure what the facility requires please contact our Customer Service department at (877) 727-4342. Typically a facility will require the Tenant Sponsor to be military and located at the facility. You will need to provide a Tenant Sponsor for each facility you need access to:

- Facility name
- Tenant Sponsor Organization
- Tenant Sponsor Name
- Tenant Sponsor Title
- Tenant Sponsor Email Address
- Tenant Sponsor Phone Number
- Contract Number
- Contract Expiration Date