



# TPO Account 4506T Ordering Set Up

Please complete the following sections to set up any person in your company that will be ordering transcripts.

Please send this completed form to [tpoinfo@flanagansatebank.com](mailto:tpoinfo@flanagansatebank.com). Allow 24 – 48 hours for the account set up through Partners to be completed. You will receive an email confirmation from Partners upon set up.

Role/Position	First Name	Last Name	Email	Phone	Access Level**

**\*\* • Access Level**

- Users must be designated one of the following Access Levels:

1. User – Allows user to access only the reports that the user orders.
2. Department – Allows user to access all reports ordered by all users of the same department / branch.

For instructions on how to order transcripts through Partners, please contact your Account Executive or visit our website at [www.fsbtpo.com](http://www.fsbtpo.com) and find under Forms & Tools.