Mass Proxy Maintenance Sheet

New Proxy

*Proxy Name: _____

*EmplID: _____

Proxy Role: _____

***Business Unit** _____

☐ Add Proxy to all Cardholders in the Agency

If you are adding this proxy to all the cardholders in your agency you don't need to list each individual cardholder Employee ID. Just check the box above.

Remove Proxy

Proxy Name: _____

EmplID: _____

Cardholder's Employee ID	Cardholder Cardholder Name