

## Policy and Procedure Monthly B360 POS ID Audit

The ConectUS Team will send out to all B360 Point of Sale (POS) agents on the first of each month a request for any users that are no longer in the program.

This document will request a reply to two team members, with “**No members need to be cancelled**”, or “**Yes please cancel the following Name and ID’s**”.

### **SAMPLE EMAIL**

## Security Audit Monthly Process for B360 POS ID’s

This is your monthly “Process Notification” and the following actions must be adhered to:

1. Every Agent/Member selling within the Verizon Partner Program must have his or her own B360 POS ID.
  - Agents are prohibited from sharing ID’s.
2. All B360 POS ID’s must be **deactivated** immediately once an agent is no longer working in the Verizon program (i.e. voluntary departures or terminations).

Prompt attention to this matter will help reduce the chance of unauthorized use of the former agent’s ID.

Please send an email to [ginny@conectus.com](mailto:ginny@conectus.com) and CC [rjstapp@conectus.com](mailto:rjstapp@conectus.com) with the following information:

**A reply is required, please select:**

**NO CHANGES or PLEASE CANCEL THESE ID’S**

**Agent’s Name:**

**Agent’s Omni/B360 POS ID:**

**Reason for Deactivation Request:**