Dear Valued Customer,

As you all know we have been having technical difficulties with our email system. We are happy to announce that we have updated the process and verified that the program is running correctly. Thank you so much for your patience and understanding. We would like to ask that you please verify this list of your authorized signers. If you have already sent a list in response to the first email- please rest assured those names are being updated in your account as quickly as possible and will be reflected in your account shortly. Thank you so much. Have a wonderful day!

***Authorized Signers Policy***

Authorized Signers are designated purchasers on your account. Signers lists are kept on file and let us know who is authorized to make purchases. Having an updated list on file helps us combat fraudulent charges being made on accounts. We require valid photo ID from anyone making purchases on accounts. Phone numbers are kept on file for verification of those individuals who are trying to make a purchase but are not currently listed. It is important to keep this list current, as authorized employees often change. Signers lists are NOT updated over the phone.

To change any information on your account, we require an email request made to [credit@aih.com](mailto:credit@aih.com). Please make sure to include both a Day-Time and an After-Hours Phone Number. Having an After-Hours contact on your account, will help us verify purchases being made to your account, when your office may be closed for the evening. We cannot authorize a purchase when a customer is not on your Authorized Signers list and we are unable to reach anyone at the phone numbers on file. If you have any questions or concerns about the Authorized Signers on your account, please email us at [credit@aih.com](mailto:credit@aih.com), and we will happily assist you.