

Claims and Regulatory Data System Account Administrator Designation Form

CARDS will support a maximum of 2 active CARDS Account Administrators for each insurer or TPA. Use this form to add, update or remove CARDS Account Administrators for each insurer or TPA. To replace an Administrator, remove the existing Administrator and add the new Administrator. The Account Administrator is responsible for adding individual users and granting various permissions to those users. In addition, the Administrator can grant global access for claims indexing and claims history requests to their TPAs. For more information contact us at cards@business.nv.gov. CARDS Account Administrators should not be confused with the Third-Party Administrator that administers claims.

Date: [Click here to enter a date.](#)

Insurer / TPA Information

Who are you? Insurer or TPA

Name _____

Certificate of Authority #/License #: _____ FEIN: _____

Account Administrators

Initial Add: Update: Remove:

Last Name: _____ First Name: _____

Email: _____ Phone: _____

Company: _____

Initial Add: Update: Remove:

Last Name: _____ First Name: _____

Email: _____ Phone: _____

Company: _____

Completed by:

Name: _____ Title: _____

Company: _____

Email: _____ Phone: _____

*** I hereby certify I am duly authorized to act on behalf of the company listed above in assigning CARDS Account Administrators.**

RETURN FORM TO: **Workers' Compensation Section / Research & Analysis Unit**
CARDS@business.nv.gov / FAX: (702) 990-0364