

Account Transfer Guidance and Instructions

Purpose:

The purpose of this document is to: (1) outline scenarios when this process applies; (2) highlight AWS' contractual requirements for account transfers; and (3) define the contractual process for account transition.

The Basic Scenarios that may be an Account Transfer:

- 1) An AWS Authorized Government Reseller is transferring a resold AWS account to another AWS Authorized Government Reseller.
- 2) An AWS Direct Customer is transferring their AWS account to an AWS Authorized Government Reseller as a resold account (for their continued use).

Contractual Requirements:

Per the AWS terms and conditions, AWS requires written consent prior to any customer assigning an AWS account to another entity. This is accomplished through a three-party consent agreement. This is important for AWS and for you as an AWS customer to be assured that customer accounts are not transferred without authorization and there is a clear understanding of what terms and conditions are in place on every account.

Transfer Process:

Provide the highlighted information to Four Points Technology for submission to AWS Contracts.

- a) Original Account Owner Full Legal Entity Name (Assignor):
- b) Original Account Owner Full Address:
- c) Original Account Owner POC for letter:
- d) Original Account Owner Email for DocuSign:
- e) New Account Owner Full Legal Entity Name (Assignee): Four Points Technology
- f) New Account Owner Full Legal Address: 14900 Conference Center Dr, Suite 100, Chantilly, VA 20151
- g) New Account Owner POC for letter: Joel Lipkin
- h) New Account Owner Email for DocuSign: jlipkin@4points.com
- i) Was the Account originally opened by Assignor (Y/N):
 - a. If no, who was it opened by
- j) Is this account moving from an AWS Reseller or a Direct AWS Account (non-reseller) to a Direct AWS Account (Y/N): N
 - a. If yes, is New Account Owner a current AWS Customer (Y/N)
- k) Are there any overdue balances on the account(s) (Y/N):
- l) Are any of the accounts GovCloud (Y/N):

- m) Effective Date of Transfer:
- n) List of all accounts ID's to be assigned (be sure to include linked accounts if applicable):
- o) Applicable Master Payer Account ID for Assignee (if Assignee is a Reseller): TBD
- p) Is the account currently set up for invoicing: Y
- q) List of all agreements to be assigned if applicable:
- r) Reason for account transfer request: Moving to reseller's gov't contract
- s) What is the current support level for this account (basic, business or enterprise):
Enterprise
- t) If Business or Enterprise Support, is it Partner Led or Resold?: Resold

All account which are requested to transfer will be verified to ensure that there are **NO** overdue balances on the Original Owner's account and the New Owner's account. **Unpaid balances MUST be resolved before the account transfer request can be completed.**

Upon receipt of the account information, AWS will assess and if approved to move forward, AWS will route a Consent to Assign Letter via DocuSign for signature by all three parties (Assignor, Assignee, and AWS). Please allow **at least 5 business days** for approval and completion of letter. Consent letter is first routed to Original Owner/Assignor for electronic signature. Once signed, the letter is routed to Four Points Technology/Assignee for electronic signature. Once signed by Four Points, it is routed back to AWS for final execution.

Once the fully executed consent letter is in place and effective date of transfer has arrived, Four Points and STRIDES will conduct a meeting with the customer to complete the transfer. Four Points will send linking invitations from the STRIDES CBA to each of the transferring accounts. Using root credentials, the Original Owner will need to access the linking invitation, leave the existing organization (if transferring from another AWS Authorized Government Reseller) and join the Four Points/STRIDES organization.