

Email master data change



Please complete the form in block letters and send it to us signed.
You can send us the document as a scanned attachment by email vertrag@hosteurope.de
or by fax to +49 (0) 221 99999 350. The document can be filled out digitally.

Mandatory fields

Please provide the contracting party currently registered with Host Europe, if known.

Customer number:

First name/last name / company:

New main email address

Please provide an email address that is NOT associated with a migrated product.

Main e-mail address^{*1}:

Optional: New username (KIS login)

Username (KIS login) ^{*2}:

Only letters and numbers, no special characters, spaces or umlauts, at least 5 characters, at least one letter.

The following signs this master data change in a legally binding manner and with authorization to sign:

.....
Location, Date

.....
First/last name in block letters



.....
Signature/Stamp

^{*1} The main email address is the address linked to your customer number. All contract-related notifications (e.g. invoices, reminders, maintenance information) are sent to this address by default. It is also used exclusively for the "Forgotten password" function.

Please note:

The primary email address cannot be used for multiple customer numbers.

If the email address provided in the form is already assigned to another customer number, the master data change cannot be processed.

Note on migration:

During migration, use an email address that is not assigned to the migrated product.

If necessary, you can change the email address again in your KIS after the migration is complete.

^{*2} If you wish to change your username, please note the following requirements and restrictions:

- **Only use letters and numbers**
(no special characters, spaces, umlauts or email addresses).
- The username must be **at least 5 characters** long.
- It must contain **at least one letter**.

If the desired username is already taken, Host Europe will automatically assign you an alternative.

If you do not want a new username, simply leave the field blank.