



# CloverRole Designation Form

Please email the completed document to [pci@odu.edu](mailto:pci@odu.edu).

Name \_\_\_\_\_ Date: \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Merchants— designate staff as either a Clover Manager or Employee for your department. Add a Removal Date if access to Clover will be temporary (less than one year). Check box under Change Request if a change is being made to an existing Role. Any questions? Call the PCI Compliance Specialist at (757) 283-5928

Clover Admin Role— (For Office of Finance use only) Admin can access the Clover Dashboard, products, sales, phone sales, refunds, and closeout batches, review transactions and reports, and Help.

Full Employee Name	UIN	Email Address	Removal Date	Change request?

Clover Manager Role- A Manager can conduct sales, phone sales, refunds, and closeout batches, review transactions and reports, and access Help for his or her assigned merchant(s)

Full Employee Name	UIN	Email Address	Removal Date	Change
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