

MYOB Online Access Request

Please complete this form to request access and take control of an existing MYOB AccountRight file, and set up a new online Read-Only subscription for this entity.



File to be recovered:

Please provide details where known

Business Name: _____

Clients MYOB Serial Number: _____

Business Owner name: _____

Business Owner email address: _____

Name of Business's Accounting practice: _____

We will search based on the above details, and recover where we have the associated datafile. Where no match exists, we will advise.

For All Recoverable Files:

Please indicate if you require MYOB to:

Y N

Add the insolvency practitioner to the file as the Online Owner

Remove the Administrator password

Remove the former business users

What Email address of your Practice is to be given access to file:

Email Address: _____

For Desktop Files:

Where you have provided a data file

Send MYOB a copy of the desktop file and we will upgrade and upload the file to the cloud.

To send the file, please go to <https://bit.ly/30MjwFr>, upload a backup of the file, and email insolvency@myob.com to advise our support team.

Please ensure a copy of the Form 505 or Court Order appointing your practice is included with this form, so we have the authorisation to process your request.

Please tick to indicate your agreement and sign below.



I declare that this request is made by or on behalf of the appointed insolvency practitioner for the above mentioned company. I agree for MYOB to invoice the practice upfront (once off), which is an entitlement to have the file upgraded and uploaded available online, at \$60/year for the period of up to 7 years. Indicate how many years you require access: _____

Insolvency Practice Name: _____

MYOB Account Code: _____

Authorised Signatory Name: _____

Authorised Signature: _____ Date: _____

Please email this form and Form 505 or Court Order to insolvency@myob.com