USI MERGE REQUEST

Individual record

Merging records is a process to take 2 or more records and make one whole record and combine all records into on ID including registration, financials and contact points. Use this form to merge 1 or more records into one USI ID.

WARNING: This process cannot be undone automatically and records will need to be manually recreated.

Record to Keep

This will be the USI record moving forward. Please make any updates to this record before requesting merge. Address and other contact information will change to this after the merge.

Field	Value
USI ID	
Name	
Email	

1. Record to be merged

This record will be replaced by Merge

Field	Value
USI ID	
Name	
Email	

2. Record to be merged

This record will be replaced by Merge

Field	Value
USI ID	
Name	
Email	

3. Record to be merged

This record will be replaced by Merge

Field	Value
USI ID	
Name	
Email	

IF more records required please add additional page/s.

Requesters' Signature	Date

Form USI-3 (Merge Request)
Version date 02/13

USI MERGE REQUEST

Mass records

Merging records is a process to take 2 or more records and make one whole record and combine all records into on ID including registration, financials and contact points.   Using the mass records only allows one to one merges. If more than one record needs to be merged use the individual form or put the records to be merged in a sequential order on this form with the last record containing the final USI record

WARNING: This process cannot be undone automatically and records will need to be manually recreated.

Record to Keep

This will be the USI record moving forward. Please make any updates to this record before requesting merge. Address and other contact information will change to this after the merge.

	Record to Keep This will be the USI record moving forward			**Record to be merged** This record will be replaced by Merge into Record		
	USI ID	Name	Email	USI ID	Name	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Requesters' Signature	Date

Form USI-3 (Merge Request)
Version date 02/13