



KFS Account Required Information Reference

To charge KFS accounts, we require the following information. This information **must** be provided by the customer **every time** they pay for a service or product that is provided or produced by Terrapin Works.

Customer Information

Description

This information pertains to the person directly involved with the service or product provided or produced by Terrapin Works.

Required Information

1. Customer Name (First & Last)
2. Customer Email (please attempt to provide @umd.edu whenever possible)
3. Customer UID (this is the number, not the username)

PI / Business Contact Information

Description

This information pertains to the person whom the KFS account is directly related. For researchers, this is usually the Principal Investigator. For non-researchers, this is usually someone in your business office.

Required Information

1. PI / Business Contact Name (First & Last)
2. PI / Business Contact Phone

KFS Account Information

Description

This information directly relates to the KFS account being charged.

Required Information

1. Department / Organization
2. KFS Account Number (**will always be 7 or 9 digits, in either XXXXXXXX or XX-XXXXXXX formats, 6 digit account numbers were retired in 2014 with FRS**)