

## Venue Portal Customer Creation Worksheet

**Completion of this form the information within is required for customer setup within Venue Portal**

**Instructions:**

Collins Aerospace requires the following information to setup and create customer account on the Venue Portal. Please fill out all information blocks below. When completed please email form to:

[AvionicsSupport@collins.com](mailto:AvionicsSupport@collins.com)

**Notes:**

Account creation can take up to 24 hours to complete.  
The primary email will be used as the username of the account.

**Customer Details:**

Company Name:

Name:

Email:

Job Title:

Alternate Email (if applicable):

Country of Citizenship:

Country of Residence:

Country of Business:

Office Phone:

Aircraft Type:

Aircraft Serial Number:

Other Serial Numbers linked to account: