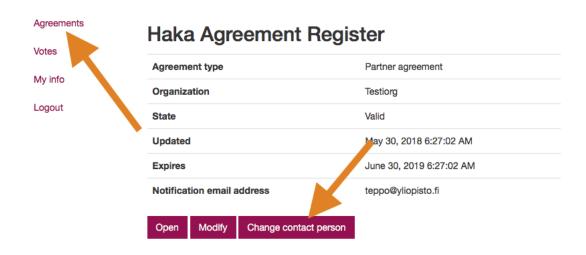
## Transferring the Service Agreement to a new contact person

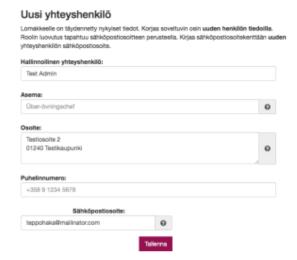
Transferring the Service Agreement to the successor must be done before the current person leaves the organization. The current contact person hands over the role to their successor.

## The current contact will transfer to the new one



- 1. First, select "Agreements" from the navigation on the left side
- 2. Click "Change contact person"

## The current contact fills in the follower's information



**Important!** Make sure the follower's email address is entered correctly. The contract is transferred based on the email address. An e-mail message is sent to the new person, with which he can take over the role of contact person.

## The follower acknowledges the role to himself

The follower receives an email that allows them to take over the contact role. The follower logs into the agreement register and accepts the agreement from the "Agreements" section of the left side navigation (Finnish: "Sopimukset").

Sopimustyyppi	Haka kumppanisopimus
Organisaatio	Testiorg
Tila	Luovutuksessa
Päivitetty	5. syyskuuta 2018 7:32:43
Erääntyy	30. kesäkuuta 2019 6:27:02
Tiedoksianto-osoite	teppo@yliopisto.fi
Avaa Hyväksy	

The new contact confirms that he will take over the role.

Vahvistan, että edustamani organisaatio sitoutuu Hakakumppanisopimuksen ehtoihin. Otan vastaan sopimuksen hallinnollisen yhteyshenkilön roolin.



Vahvista