Dear 365 Valued Operator,

To help protect our operators and their data at 365, we have made recent changes to how user access is requested and given. Written approval is now required to enable ADM or Smart HQ access to new users.

\*\*PLEASE NOTE: User access requests and/or changes should be completed by your ADM/SmartHQ admin internally, if possible. This form is applicable in situations where the admin does not have the ability to do so, i.e., for a new location/ORG, etc.

Please specify the individual’s name, which locations he/she should have access to, and at which role. Please make any changes or additions to the list prior to signing and submitting to 365.

The following roles are preset in ADM and cannot be deleted. Users with Operator access can assign any of these roles to a new user. You may also create a custom role to assign to an individual under Admin>Users and Roles>Manage Roles>Create New Role.

* **Operator** – allows the user to access all aspects of an ORG/Location in ADM.
* **Reporter** – allows the user to only access the Reporting tab in ADM.
* **Driver** – allows the user to access all aspects of an ORG/Location in ADM *except* Roles and Permissions, Multi-tax settings and Consumer Adjustments on an ORG’s weekly EFT.

With your approval, 365 will grant access to view data for the specific locations listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| User’s Name | User’s Email | Location Name(s)  as shown in ADM or Smart HQ | Role |
|  |  |  |  |

Signature for approval:

Name:

Company:

Date: