Network User Setup / Changes

Company: _____

First & Last Name: _____

Effective Date: _____   Position: _____

Allow access to:

☐	Common Data	☐	Create a User folder
☐	Finance	☐	Human Resources
☐	_____	☐	_____
☐	REMOVE USER	☐	**Administrator** (reqs verify / 2nd auth)

Authorized By (sign): _____

(print): _____

date: _____

For RTCG Use only - DO NOT MARK INSIDE

rcvd: _____   created: _____

username assigned: _____   password: _____