

# Appointment Form



## User Account Security Administrator/Coordinator (Local Authority, Provider, Contractor)

<b>User Name: (Last, First MI)</b>	<b>Phone:</b>
<b>Job Title:</b>	<b>Name of Organization:</b>
<b>Organization Address: (Street Address)</b>	<b>City, State Zip:</b>
<b>If you have an eXPRS login name, write it here:</b>	<b>E-mail Address:</b>

**User:** eXPRS stores a short question and answer in each user account to use as a method of identifying an individual user if needed. Please provide a short **temporary** question and answer. You must change this information the first time you logon.

<b>Temporary Question:</b>	<b>Temporary Answer:</b>
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**INSTRUCTIONS:** The appointing Manager must sign this form. The appointing manager must be the director of the organization and have authority from the organization to enroll an employee as the User Account Security Administrator or User Account Security Coordinator.

### LOCAL AUTHORITY

Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Local Authority User Account Security Coordinator	<u>View:</u> <ul style="list-style-type: none"> <li>Permission</li> <li>Security Role</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Local Authority User Account Security Administrator	<u>View:</u> <ul style="list-style-type: none"> <li>Permission</li> <li>Security Role</li> </ul> <u>Create:</u> <ul style="list-style-type: none"> <li>User Account Limited</li> </ul> <u>Create, Delete, Update:</u> <ul style="list-style-type: none"> <li>User Account</li> <li>User Role</li> </ul>

### PROVIDER

Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Provider User Account Security Coordinator	<u>View:</u> <ul style="list-style-type: none"> <li>Permission</li> <li>Security Role</li> </ul>

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Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Provider User Account Security Administrator	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>• Permission</li> <li>• Security Role</li> </ul> <p><b>Create:</b></p> <ul style="list-style-type: none"> <li>• User Account Limited</li> </ul> <p><b>Create, Delete, Update:</b></p> <ul style="list-style-type: none"> <li>• User Account</li> <li>• User Role</li> </ul>

## CONTRACTOR

Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Contractor User Account Security Coordinator	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>• Permission</li> <li>• Security Role</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Contractor User Account Security Administrator	<p><b>View:</b></p> <ul style="list-style-type: none"> <li>• Permission</li> <li>• Security Role</li> </ul> <p><b>Create:</b></p> <ul style="list-style-type: none"> <li>• User Account Limited</li> </ul> <p><b>Create, Delete, Update:</b></p> <ul style="list-style-type: none"> <li>• User Account</li> <li>• User Role</li> </ul>

Signature		
Manager: (Print Name)	Phone Number:	Ext.:
Manager Title:	E-mail Address:	
Manager Signature:	Date: / /	

STATE SECURITY ADMINISTRATOR USE ONLY	
Name:	Date Completed: / /

Maintain form in local file for audit purposes.