

## User Add/Change Request Form

**NOTE:** Please print out your name and sign the form. Please allow three business days to process your request.

<b>Company Name:</b>		<b>Misys Company Number:</b>	
<b>Contact Person:</b>		<b>Phone No.:</b>	
		<b>FAX No.:</b>	
<b>Effective Date:</b>		<b>Date of Request:</b>	
<b>Client Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Turnkey		
<b>Description of User Change:</b> <i>[Please check the box(es) on the left]</i>	<input type="checkbox"/> Add a Misys PM User <input type="checkbox"/> Remove a Misys PM User <input type="checkbox"/> Add a POP E-mail User <input type="checkbox"/> Remove a POP E-mail User		
<b>Please enter the name(s) to be added:</b>			
<b>Please enter the User ID(s) to be removed:</b>			

**PRINTED NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Please send or fax this form to:

**Attn: Customer Relation Management Department**  
 1585 Kapiolani Blvd., Suite 1800, Honolulu, HI 96814  
**FAX:** 808-949-0483