Client Application Access SOP (Sample)

Purpose:

To provide a standardized process for client access to enterprise applications.

Scope:

Applies to all external clients requesting access to operational or reporting platforms.

Request Steps:

1. Submit a request through the Client Access Intake Form.

2. Include required fields: Business Contact, Technical Contact, Application(s) Requested.

3. Request is routed to IT and Security for access provisioning.

4. Confirmation is sent to client within 2-3 business days.

Escalation Contacts:

For support or escalations, contact support@example.com.

Note:

This is a mock SOP created for demonstration purposes.