![Acra LENDING logo]

# Position IT Set-up Form

1. The requesting  department Supervisor / Manager completes this form.

2. This form to be included with the Staff Requisition form or completed when the New Hire Web Update is sent.

3. **Lead-time of 5 business days is required** for all new hire, transfers & or promotions when equipment is needed, to be moved, etc.

4. Once set-up is completed, IT will notify department Supervisor / Manager and HR the user's account information via email.

| | | | |
|---|---|---|---|
| Today's Date: | | Start Date: | |
| Requesting Supv/Mgr: | | Title: | |
| Employee Name: | | Position: | |
| Location: | | Dept: | |
| Mirror System Access Like: | | | |
| Phone Extension Needed: | ☐ Yes ☐ No | Business Cards? | ☐ Yes ☐ No |

If yes, Supr/Mgr to notify Marketing once offer accepted

## IT ACCESS / SOFTWARE

| ALL ACRA LENDING EMPLOYEES | | FUNDERS |
|---|---|---|
| ☐ Computer Logon | ☐ Byte Pro | ☐ Ameris |
| ☐ Email Logon | ☐ Collateral Analytics | ☐ Banc California |
| ☐ Add to applicable Group emails | ☐ Consolidated Analytics | ☐ Great Western |
| ☐ VPN - With Approval for remote employees | ☐ Data Verify | ☐ Next Bank |
| ☐ Adobe l | ☐ Datatree.com | ☐ Silvergate |
| ☐ Adobe Professional | ☐ Doc Magic | ☐ |
| ☐ Printer(s) Assigned | ☐ Informative Research | ☐ |
| ☐ Zoom | ☐ Lereta | ☐ |
| ☐ Fax Number | ☐ Protek | ☐ |
| ☐ Kumo Konnect | ☐ Service 1st | ☐ |
| ☐ Share Drive Access | ☐ Site X | ☐ |
| ☐ Other: | ☐ SolidiFi | ☐ |
| ☐ | ☐ The Work Number | ☐ |
| ☐ | ☐ Other: | ☐ |

## IT HARDWARE

| | | |
|---|---|---|
| ☐ Laptop - Windows | ☐ Phone set-up | ☐ |
| ☐ Docking Station | ☐ Phone headset | ☐ |
| ☐ Printer set-up | ☐ Personal Cell | ☐ |
| ☐ Monitor(s) #: | ☐ Company Cell Phone | ☐ |

☐ New Set-up / Additional Equipment

☐ **Location ready? Where within office? Ports on wall for all Equipment?:  Please address under Notes & Special Instructions**

☐

## HR SET-UP

| | |
|---|---|
| ☐ Provide New Hire's address  to Office Manager for equipment to be sent | ☐ If New Hire is working on-site, coordinate cubicle and set up |
| ☐ Coordinate with IT if New Hire is picking up equipment | with Office Manager and IT |
| ☐ Email New Hire instructions/directions for picking up equipment | |

## NOTES and or SPECIAL INSTRUCTIONS:

| |
|---|
| |

HR to send completed form to: IT Department

| IT - Print Name | Signature | Date Completed |
|---|---|---|
| | | |