

Information Systems Access Request

Dana Kepner Company, Inc. | Western Industrial Supply, LLC.



IS Access Change Process Flow

1. Email form to Steve Anderson.

2. If denied, the form will be returned. If approved, security will be granted as quickly as possible with confirmation via email.

Request Date:Branch:

Employee Name:Requesting Manager:

Sxe Login:Windows Login:

Security Request

Sxe Security

Access Request with

Explanation:

Intranet Security

New Job Function

Regions

AccountingList Branches:

AMR Specialist

Branch AdministrationList SalesRep ID's:

Credit

Purchasing

Sales

Warehouse

Arizona

Colorado

Nevada

Texas

Wyoming

Approval | To be completed by Steve Anderson

YesNo

Explanation (Optional)

Process Flow | To be completed by IT team

Sxe Process

SASODate Entered:Initials:

Intranet Process

Date Entered:Initials:

By typing your initials in the adjacent box, you agree that this constitutes a legal signature.