

Information Systems Access Request

Dana Kepner Company, Inc.

|

Western Industrial Supply, LLC.



IS Access Change Process Flow

1. Fax form to Deron Johnson at 303.446.3913
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

Accounting

AMR Specialist

Branch Administration

Credit

Purchasing

Sales

Warehouse

List Branches:

List SalesRep ID's:

Regions

Arizona

Colorado

Montana

Nevada

Texas

Wyoming

Approval | To be completed by Steve Anderson

Yes

No

Explanation (Optional)

Process Flow | To be completed by Sheri Mitchell

Sxe Process

SASO

Date Entered:

Initials:

Intranet Process

Date Entered:

Initials:

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