

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 Deron Johnson

Yes No

Explanation (Optional)

Process Flow | To be completed by Sheri Mitchell & Steve Anderson

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.