

Information Systems Access Request

Dana Kepner Company, Inc.

I Western Industrial Supply, LLC.



IS Access Change Process Flow

1. Fax Sxe security requests to Sheri Mitchell at 303-446-3945 and Intranet Security requests to Derek Johnson at 303-446-3912
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:

Security Request

Sxe Security

Duplicate Security of:

Default Printer:

Special Sxe Access
Request (Requires
approval by Deron
Johnson):

Internet & Email

Internet Access:

Email Access:

Intranet Security

New Job Function

Accounting
AMR Specialist
Branch Administration
Branch Management
Credit
Purchasing
Sales
Warehouse

List Branches:

List SalesRep ID's:

Regions

Arizona
Colorado
Montana
Nevada
Texas
Wyoming

Approval I To be completed by Steve Anderson

Yes

No

Explanation (Optional)

Process Flow I To be completed by Sheri Mitchell and Steve Anderson

Sxe Process

SASO

Date Entered:

Initials: _____

Intranet Process

Date Entered:

Initials: _____

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