

## MSP Direct – Request for Access Review Content

**Comment [BW1]:** Content begins below.

### Your data has not been submitted yet!

Please review the information below related to your Organization, Signing Authority, Access Administrator(s), User(s) and MSP Group(s) to ensure you have entered the correct details. If you submit incorrect information you will have to re-submit your request.

You may wish to print this page for your own reference.

If you need to make changes, click on the [edit icon](#) for the applicable section. If everything is correct, please click the "Continue" button.

**Comment [BW2]:** \*Not currently implemented\*

### Organization

Name: Test Company

Address: 123 456 Test St  
789 Test  
City, Prov, A1A 1A1

Third Party Administrator: [No][Organization Number]

Blue Cross: [Yes][No]

Access Requested: [Employees][International Students]  
[Employees and International Students]

**Comment [BW3]:** Suite# is an optional field and should only appear if it was entered on the Organization page.

**Comment [BW4]:** Street#

**Comment [BW5]:** Street Name

**Comment [BW6]:** Street Address Line 2 is an optional field and should only appear if it was entered on the Organization page.

**Comment [BW7]:** If the requestor selects "No" on the Organization page, this should say "No" on the review page. If the requestor selects "Yes" on the Organization page, this field should display the 3<sup>rd</sup> Party Organization number they entered in the "Organization Number" field ex. 00012345.

### Signing Authority

Name: [Mr.] Test [I] Person

Job Title: Tester

Phone: (123) 456 – 7890 [ext: 123]

Fax: (123) 456 – 7890

MSP Access: [Yes][No]

Access Requested: [Employees][International Students]  
[Employees and International Students]

**Comment [BW8]:** Title is an optional field and should only appear if it was entered on the Signing Authority page.

**Comment [BW9]:** Initial is an optional field and should only appear if their Initial was entered on the Signing Authority page.

**Comment [BW10]:** Phone extension is an optional field should only appear when entered on the Signing Authority page. If it is not included, this field should be blank.

**Comment [BW11]:** \*Not currently implemented, pending low priority defect 18,401\* If "No" is selected on the Signing Authority page for "Does this person require access to MSP Direct", "No" should be displayed and the "Access Requested" field should be empty. If "Yes" is selected, one of the options below should be selected.

### Access Administrators(s)

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Name: [Mr.] Test [I] Person

Job Title: Tester

Phone: (123) 456 – 7890 [ext: 123]

Fax: (123) 456 – 7890

MSP Access: Yes

Access Requested: [Employees][International Students]  
[Employees and International Students]

**Comment [BW12]:** Title is an optional field and should only appear if it was entered on the Access Administrator page.

**Comment [BW13]:** Initial is an optional field and should only appear if their Initial was entered on the Access Administrator page.

**Comment [BW14]:** Phone extension is an optional field should only appear when entered on the Access Administrator page. If it is not included, this field should be blank.

**Comment [BW15]:** This field should always be “Yes” if an Access Administrator is listed on the Review page as Access Administrator’s always have MSP access.

### User(s)

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Name: [Mr.] Test [I] Person

Job Title: Tester

Phone: (123) 456 – 7890 [ext: 123]

Fax: (123) 456 – 7890

MSP Access: Yes

Access Requested: [Employees][International Students]  
[Employees and International Students]

**Comment [BW16]:** Title is an optional field and should only appear if it was entered on the User page.

**Comment [BW17]:** Initial is an optional field and should only appear if their Initial was entered on the User page.

**Comment [BW18]:** Phone extension is an optional field should only appear when entered on the User page. If it is not included, this field should be blank.

**Comment [BW19]:** This field should always be “Yes” if a User is listed on the Review page as User’s always have MSP access.

### MSP Group(s)

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Group Number: 1234567

Third Party: [Yes][No]