

User Access Request

Employee Name **SHERRY REINERT**

Requestor Name

Date Effective **3/31/2016**

IT Staff Name

Date Submitted

Dept Role

Date Completed

Desk Location

Phone Setup

Phone Extension **1048**

Direct Outside Line ☐ Direct Outside Line #

Office phone number transferred to cell phone ☐ Cell #

Device (cell ph) Sync (email/calendar) (Requires Leadership Team Authorization) ☐

One-X Portal Outlook plug-in (Chat, contacts, phone managment) ☐

Remote Access

Remote Access Authorized ☐

Verify with Manager that Telecommuter Arrangement Form is signed ☐

If full time remote worker, Internet Speed Test on file ☐

Equipment Delivery (If Remote):

Install Map Drives Option ☐

User Email Address will be first init / last name

SREINERT@BENEFITMANAGEMENTLLC.COM

Shipping Address

Address Line 1

Address Line 2

City/State/Zip

Badge Access

Shipping Notes

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User Roles

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
Member Experience - Member Experience	Member Experience Rep on the Member Experience Team	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		

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Work Locations

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
Main Campus	Will be based out of the Great Bend main (west) office bldg	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		

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Equipment List

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
Headset	Headset with sound and mic	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
PC	Desktop computer	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		

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Software/System Access

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
LIN system		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
LuminX LIVE		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
LuminX TEST 3		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Zoom - Basic	default - 40 min. meeting limit	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/14/2018		

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Email Distribution Mailboxes

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
Customer Service	memberservices	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Stop Loss		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	11/8/2019		

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Email Distribution Lists

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
East Office	Ck East, Main, Wichita or Satellite	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	1/5/2018		
Global	all BML employees	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Great Bend	all GB employees	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Health Plan		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Sold Case		<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	5/7/2018		

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User Drives

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
I:\\LXIMAGE\\Share\\LuminXImages_Live	prod images	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
J:\\bmtfii\\bmipost\$	posting to intranet	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	10/23/2017		
N:\\BMSTORE2\\apps	software	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
S:\\LXIMAGE\\faxes	faxes	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
T:\\LXIMAGE\\Share\\LuminXImages_Live	test images	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		
Z:\\BMSTORE2\\users	gen storage	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		

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Venue Access

Item	Description	Req Add	Request Add Date	Req Rem	Request Rem Date	Req Term	Req Term Date	AddDate	RemDate	TermDate
EXPRESS SCRIPTS	PBM, PORTAL	<input checked="" type="checkbox"/>	6/4/2021	<input type="checkbox"/>		<input checked="" type="checkbox"/>	7/1/2024	3/31/2016		