Account Request Form

Use this form to request an account for a new employee to access e-mail or any other system such as Vista by Viewpoint, CMS, M-Files, and file servers.

Use the **Account Move-Add-Change-Disable Form** located in M-Files under “Corporate Level Documents – Information Technology” to request a change to permissions for an existing account.

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**Instructions:**

1. Complete all fields. i.e. *{Insert}*

2. Send to your District Manager for approval.

3. District Manager or District Operations Manager should forward to [helpdesk@mmrgrp.com](mailto:helpdesk@mmrgrp.com)

**NOTE**: User Office Phone Number if assigning an existing phone in your branch office.

**NOTE**: Title/Job Function should determine M-Files permissions. (HSE, QA/QC, Field Super, Project Manager)