Account Move/Add/Change/Disable (MACD) Form

Use this form to request a change to an existing account. If an employee changes districts, jobs, manager or role within the company (i.e., QA/QC, Safety, HR). Complete this form to describe the change in permissions needed for access to file servers, M-Files, CMS and Viewpoint.

Use the **Account Request Form** located in M-Files under “Corporate Level Documents – Information Technology” to request a new account for an employee who does not have an existing account.

|  |
| --- |
| 1234 |
| myname |
| mylastname |
| brrr |
| managger |
| Click or tap here to enter text. |
| *\*Please provide specific details on what permissions the user needs for each application, like the job name, number, or an example of another user who has similar permissions.* |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Choose an item.Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

**Instructions:**

1. Complete all fields.

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**: Access to HR, HSE & QA/QC functions in CMS, Viewpoint and M-Files will require approval from that divisions’ Corporate Manager.

**NOTE:** Access to Purchasing functions in Viewpoint and M-files will require approval from MMR’s Corporate Purchasing Manager.