



INTRANET ACCESS REQUEST

This form is to be completed by the Agent or Head Office Manager and forwarded to the Information Systems Dept TOGETHER WITH A SIGNED CONFIDENTIALITY AGREEMENT 48 hours prior to the commencement of a new staff member.

PERSONAL DETAILS (See Privacy Notice below)

Name		
Position Title	Agency / Dept	
Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Contract	
Contract/Employment Start Date	Contract End Date	
Home Address		
Home Contacts	Phone	Mobile
Personal Email Address	Driver Licence	
Emergency Contact	Name:	Contact Number

INFORMATION SYSTEMS REQUIREMENTS

Network /Intranet Access

Each login created for new Head Office staff includes standard access to the Intranet and to network drives (Administration [P], Correspondence [O], and a Personal Drive [H]), email account, inclusion in the all staff email group, and Internet access. If non-standard access is required, please specify below, for example: Administration A1 Master, Agents Group Email. If unsure, please check with the position supervisor.

☐ Other (specify)

Access Type

This determines access to position specific information on the Intranet

☐ Agent ☐ Member Support ☐ Administration ☐ Real Estate ☐ Sales

Email List

This determines position specific information you receive by email from head office

☐ Agent ☐ Member Support ☐ Administration ☐ Real Estate ☐ Sales

Default view preferred for Intranet Notes System: ☐ Member Support ☐ Administration ☐ Real Estate

Do you wish to have Print View as you default view in the Member Edit Section ☐ Yes ☐ No

Computing Requirements (International Head office only)

☐ PC required ☐ PC already available

Each desktop computer is provided with Microsoft Word, Microsoft Works, Microsoft Outlook Express, Adobe Acrobat Reader, Internet Explorer, McAfee Virus Scan and various relevant tools and utilities. If other software is required, please specify below. Note: this does not guarantee acquisition and installation.

☐ Other Software Required: _____

Telephone Requirements (International Head office only)

☐ Local Access ☐ STD Access ☐ ISD Access ☐ Company Mobile

Please note that a minimum of 48 hours is required for this form to be processed.

Manager's / Agent's Authorisation

Name _____

Signature _____

Date _____

Processed by Info Systems

Name _____

Date _____

PLEASE FORWARD TO INFORMATION SYSTEMS WITHIN A WEEK OF NEW AGENT / STAFF APPOINTMENT AND PRIOR TO COMMENCEMENT OF WORK.

Admin use only

Username: _____ Password: _____

Agency Staff Trade Accounts

Staff trade accounts can only be established for the deposit of wages and can only be opened when an employee is receiving Trade as part of their wage; otherwise a waiting period applies. To open a Staff Trade Account a completed Membership application form and a Staff Account Request form must be sent to the National Head Office. Staff Trade Accounts can't be opened without a completed Membership application form. Should the holder of a staff account wish to receive trade credits from any other source, a separate account is required to be opened, the membership joining fee paid, and the relevant transaction fee on the purchase of goods and services, and on real estate or contractual purchases, will apply. Please read guidelines on the corporate site.

Information Privacy Notice

ETX International Inc is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. Empire Trade may disclose some, or all of this information, to appropriate agencies if required including to the Taxation/Internal Revenue Office. For more information read the company's Privacy Policy on the corporate website