



REQUEST FOR INTRANET ACCESS – Regional Offices

This form is to be completed by the Agent and forwarded to the National Head Office TOGETHER WITH A SIGNED CONFIDENTIALITY AGREEMENT whenever intranet access is required for a new staff member or Agent.

PERSONAL DETAILS (See Privacy Notice below)

Name			
Position Title	Agency Area		
Staff Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Contract		
Start Date	End Date (for contract staff)		
Agency Office Address			
Agency Office Contacts	Phone:	Fax:	Cell:
Home Address			
Home Contacts	Phone:	Cell:	
Driver License Number	Personal email address:		

INFORMATION SYSTEMS REQUIREMENTS

Intranet Access	(Access to the Empire Trade administration site will only be authorized upon receipt of this form at Head Office)
Please Provide:	
<input type="checkbox"/> user access to the Empire Trade Intranet Site	
<input type="checkbox"/> a personalized email address (default email address is employees first name, stop, then their first initial)	Include in Group Email Lists: <input type="checkbox"/> Sales <input type="checkbox"/> Member Support <input type="checkbox"/> Admin
Default view preferred for Administration Notes System: <input type="checkbox"/> Member Support <input type="checkbox"/> Administration <input type="checkbox"/> Real Estate	
Do you wish to have Print View as you default view in the Member Edit Section <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please note that a minimum of three working days is required for this form to be processed.

Agent's Authorization	Name	
	Signature	Date
Processed by Info Systems	Name	Date
PLEASE FORWARD TO HEAD OFFICE WITHIN A WEEK OF A NEW AGENT / STAFF APPOINTMENT.	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 you must send this form with a completed Membership application form and a Staff Account Request form to 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

Empire Trade USA 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 country's Taxation authorities. For more information, Empire Trade's Privacy Policy is available on the website: **www.empireXchange.com**