

Client Number \_\_\_\_\_

Client Name \_\_\_\_\_

E-mail address \_\_\_\_\_

02/20/2009

**USER NAME** must be 1<sup>st</sup> initial of first name and full last name

**PASSWORD GUIDELINES:**

**Must be 8 characters long**

**Must contain lower-case characters (a...z)**

**Must contain upper-case characters (A...Z)**

**Must contain at least one numerical digit (1,2,3...)**

**Must contain a special character ! @ # \$ % ^ & \* ( )**

Employee 1 <sup>st</sup> name _____
Employee Last name _____
Employee e-mail address _____
User Name: _____
User Password: _____
**Payville use only** User ID # _____

Please indicate below any exceptions to security (i.e. User should not have access to view or change rates, User should not have access to a certain department, etc.)

_____
_____
_____
_____

The individual whose name appears below warrants that he or she possesses the full power and authority to execute this form.

Authorized Agent Name \_\_\_\_\_ Title \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*For Payville Use Only:\*\***

User's Stereotype changed to Remote \_\_\_\_\_

Dept to equal "Client" \_\_\_\_\_

Main company number \_\_\_\_\_

Main company attached \_\_\_\_\_

Groups tab - ONLY assigned as "Remote" \_\_\_\_\_

Pushed password date further out \_\_\_\_\_

OPC Client Y or N \*remember to assign user #