



My Support Hub Access Request Form

Client Information

Client Name: _____ Client Number: _____

Contact Information

First Name: _____ Last Name: _____

Title: _____ Email Address: _____

Primary Phone: _____ Mobile Phone: _____

Select One(1)	Web Role	Edit Access	My Cases	My Confidential Cases	All Cases	All Confidential Cases	View Only Access
	Client User Limited	x	x	x			
	Client User Full Access	x	x	x	x		
	Admin Client	x	x	x	x	x	
	Client User View Only				x		x

Additional Information:

- ***Client User Limited** – We recommend this level of access if the client user should only have access to their own confidential and non-confidential cases. This allows the user to create cases, cancel cases, make portal comments, view portal comments, view all resource documents, and export case list.
- ***Client User Full Access** – We recommend this level of access if the client user should have access to all the company’s confidential and non-confidential cases. This allows the user to create cases, cancel cases, make portal comments, view all portal comments, view all resource documents, and export case list.
- **Admin Client** – This level of access should be limited to high level users only, as this provides full access to view all cases by all users, view all confidential cases, view non-confidential cases, create cases, cancel all cases, make portal comments, view all portal comments, view all resource documents, and export case lists.
- **Client User View Only** - This level of access is view only for all non-confidential cases.

By signing this form, I am stating that I have the authority to act on behalf of the above-named client.

Signature

Date

