

Will be filled out by SDS employee.

Request Information

To be completed by SDS support staff

Requestor Name	
Organization	
Role	
Email	
Phone	
User Account ID	

Only updates the email in the account.

Creates a brand-new admin user.

Only for FTP accounts

Action Requested (for the above individual):

- Administrative account e-mail update
- New administrative account creation
- FTP authorized contact change

All 3 must be verified by the authorized individual from the provider office

Organization Executive Attestation

To be completed by an executive representative at the requesting organization.

- I have validated that the above request has been legitimately initiated by the person with the claimed identity above
- I confirm that this person is authorized to access the account named above
- I attest that I am authorized by my organization to execute this request

Signature CANNOT be the same as requestor above.

Authorized Signature must be of executive or directorial positions.

I.e., owner, President, VP, CEO, CFO, CIO, Director of Billing, HR, etc.

Name	Signature
Title	Date

To be filled out by SDS employee, leave blank.

SDS Security Administrator Attestation

To be completed by SDS security administration staff

- I have verified that the executive contact was identified and validated according to SDS security practices
- The executive's role has been verified independently and is sufficient to authorize this request
- I approve and authorize the execution of the requested change

Name	Signature
Title	Date

Administrative Account Change Form

Purpose

SDS takes online security very seriously. SDS staff are disallowed from making administrative online account changes based on unverified requests. In extreme situations, such as total loss of administrative credentials, an organization may request SDS to reset administrative account settings to restore access. Third parties CANNOT be given administrative access to accounts.

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Action Requested (for the above individual):

- Administrative account e-mail update
- New administrative account creation
- FTP authorized contact change

Organization Executive Attestation

To be completed by an executive representative at the requesting organization.

- I have validated that the above request has been legitimately initiated by the person with the claimed identity above.
- I confirm that this person is authorized to access the account named above.
- I confirm that this person is a member of this organization.
- I attest that I am authorized by my organization to execute this request

Name	Signature
Title	Date

SDS Security Administrator Attestation

To be completed by SDS security administration staff

- I have verified that the executive contact was identified and validated according to SDS security practices.
- I have verified the request will not give administrative control to a party outside of the organization.
- The executive's role has been verified independently and is sufficient to authorize this request.
- I approve and authorize the execution of the requested change.

Name	Signature
Title	Date