

INSTRUCTIONS

- Complete and forward it to *(one form per SRD Administrator)*:
Product Support, Central 1
Fax: 604-730-4438
- Retain this form for reference. The Administrator can access SRD at <https://srd.cucbc.com> once the user ID and one-time password are received by email. Administrators can add additional staff as Users or Guests.

REPORT OWNER INFORMATION

Report Owner/Vendor Name	Report Owner/Vendor No.
Address	City Prov. Postal Code
Contact Name	Title
Email Address	Phone No. Fax No.

ADMINISTRATOR INFORMATION *(one per form)*

Name	Signature
Email Address	X Phone No.

Define the Administrator's access requirements below.

REPORT OWNER / VENDOR NAME	REPORT OWNER / VENDOR NO.	TYPE OF ACCESS	EMAIL NOTIFICATION OF REPORTS
		<input type="checkbox"/> Administrator <input type="checkbox"/> Guest (reports access only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Administrator <input type="checkbox"/> Guest (reports access only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Administrator <input type="checkbox"/> Guest (reports access only)	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPORT OWNER AUTHORIZATION

Name of Signing Officer <i>(on file with Central 1)</i>	X Signature of Signing Officer
Title of Signing Officer	Date

CENTRAL 1 USE

Completed by	Date
SRD User ID	