



New User Form

Please complete form online

Form to be completed in full and authorised prior to being faxed to 07 3391 0135

User Details Use Tab Key to move around form

Customer name: Is this a subcompany or franchise? Yes No

If yes, name of Master Company:

Given name: Surname:

Location: Department:

Phone number: Date for service to commence

Access required

To assist with the establishment of a new user please complete the following details. This section requires information on the services required for an individual user. Access to services will be based on the Customers subscribed services.

1 Enter the name/User ID of someone who already has the level of access you require

2 Is this set up, to be separate from the master company/franchise? Yes No

3 Tick the services you require

SAAS - Software as a service

Software	Version
<input type="radio"/> Explorer	<input type="text"/>
<input type="radio"/> Internet	<input type="text"/>
<input type="radio"/> Office standard	<input type="text"/>
<input type="radio"/> Office professional	<input type="text"/>
<input type="radio"/> MYOB	<input type="text"/>
<input type="radio"/> Quicken	<input type="text"/>
<input type="radio"/> MS Project	<input type="text"/>
<input type="radio"/> MS Visio	<input type="text"/>

Email

Current email address:

Will this be your primary email address? Yes No

Proposed email address:

Will this be your primary email address? Yes No

Client specific software requested:

Note: All changes subject to 6YS fees and charges as per 6YS terms and conditions

Authorisation

Name: Position:

Signature: Date: Phone number:

6YS Office use only

UPN: User ID: Email/domain: