

**Usage Notes: One User Access Form is required per user for create/change/termination of access.*

1 User Information

Effective Date Submit Date

Organization Name Facility Number

First Name Last Name 3rd Party Contractor

Department Title

E-mail Phone Number Ext.

Point of Contact (POC)

Users with this checked off will be considered the primary contact(s) for the organization (communication purposes)

2 User Access Details

Action Requested

Create New Account Change Existing Account Terminate User Access

User Security Profile

- Select security roles to add or remove (rem.) from the list. Select all roles which apply.
- This section is not required when "Terminate User Access" is selected from the "Action Requested" section.

OHRs MIS Bridging Solution Profile

Add Rem.

- OHRs MIS Bridging Solution with Statistical Repository*
- Standard OHRs MIS Bridging Solution**

Notes:

* Financial data is removed each cycle; statistical information is retained indefinitely

** All statistical and financial transactions are removed each cycle

3 Approvals

Organization Approver First Name Last Name

Title E-mail

Phone Number Ext.

Approver Signature

Approval Date

Return this form to: servicedesk@ccim.on.ca

CCIM Initials & Date
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