



AUTHORITY FOR ACCESS UPDATE FORM

RECORDS CENTER

This form allows you to add or remove users from accessing your account. If an officer of your company is being added, mark the "Yes" section after officer. Those that are marked "Yes" for access through RSWeb will be sent a username and password to the email provided on this form. Those requested to be removed will be deactivated, including RSWeb access.

ADD

Full Name: _____	Signature: _____
Password: _____ (4-10 characters)	Officer: _____ (Yes) RSWeb: _____ (Yes)
Phone: _____	Email: _____

Full Name: _____	Signature: _____
Password: _____ (4-10 characters)	Officer: _____ (Yes) RSWeb: _____ (Yes)
Phone: _____	Email: _____

Full Name: _____	Signature: _____
Password: _____ (4-10 characters)	Officer: _____ (Yes) RSWeb: _____ (Yes)
Phone: _____	Email: _____

Full Name: _____	Signature: _____
Password: _____ (4-10 characters)	Officer: _____ (Yes) RSWeb: _____ (Yes)
Phone: _____	Email: _____

Full Name: _____	Signature: _____
Password: _____ (4-10 characters)	Officer: _____ (Yes) RSWeb: _____ (Yes)
Phone: _____	Email: _____

REMOVE

Full Name: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

THIS AUTHORIZATION FORM MUST BE SIGNED BY AN OFFICER OR AUTHORIZED PERSON OF THE COMPANY

Company: _____	Account #: _____
Full Name: _____	Password: _____
Signature: _____	Date: _____

This information is intended only for the use of those individuals. Do not copy or distribute. To maintain security of your records please notify us immediately of any changes using this form. Changes become effective 24 hours after receipt.

WILLIAMS BUSINESS HOURS: 9AM – 5PM, MONDAY – FRIDAY (EXCLUDING HOLIDAYS)