



NEW USER REQUEST FORM

Client Name: _____ **Date:** _____

Requestor Name: _____

User Information:

New Employee

Replacement Employee

Replacement for: _____

Name: _____

Title: _____

Office Phone: _____

Cell: _____

Email: _____

Reports to: _____

eAuto Agent Number: _____

New User Organizational Information:

User Role: _____
(Sales Rep, Sales Manager, Telemarketer, Back Office, etc.)

Branch Assignment: _____

Member of Team (optional): _____

Account Access Information:

To which accounts should this user have access:

If this person is replacing a Sales Rep should the Appointments, Active Leads and Open Tasks of the Rep being replaced be re-assigned to this new user?

Future Appointments:	YES	NO
Active Tasks:	YES	NO
Open Leads:	YES	NO

Other special instructions or information SalesChain should know about this employee?
