

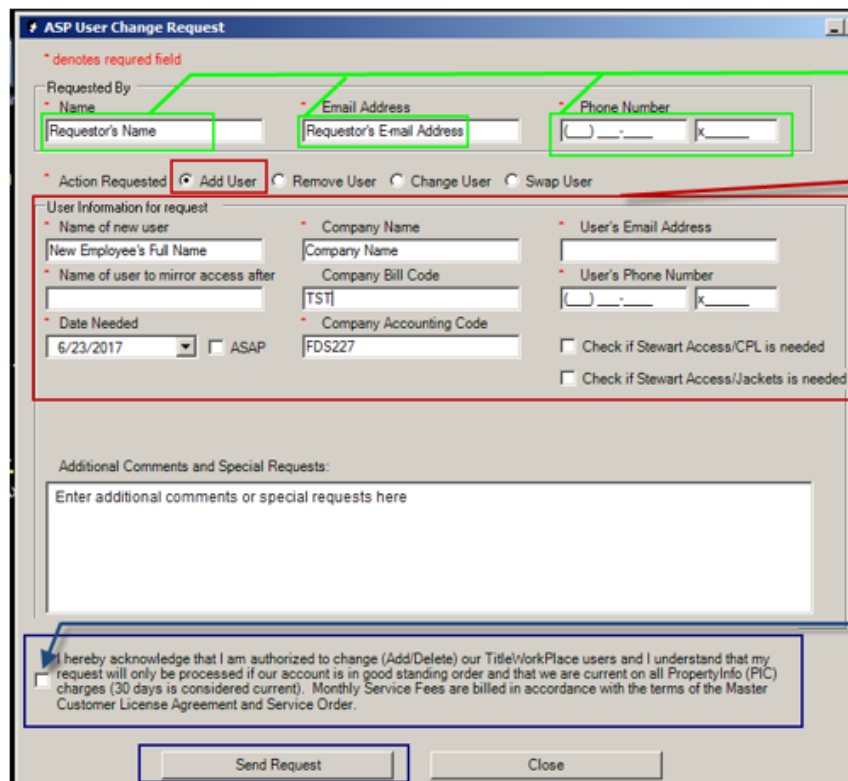
# TWP ASP User Change Utility

The ASP user Change utility allows a customer to request accounts for new employee, remove accounts for former employee, and also make changes to existing employee's account or permission. The utility is available via shortcut on the AIM+ Desktop



\* indicates the field is required

## Add User



The screenshot shows the 'ASP User Change Request' window. It has a title bar and a menu bar. The main area contains several sections:

- Requested By:** Fields for Name, Email Address, and Phone Number, all marked with a red asterisk (\*).
- Action Requested:** Radio buttons for Add User (selected), Remove User, Change User, and Swap User.
- User Information for request:**
  - Name of new user: New Employee's Full Name
  - Name of user to mirror access after: (empty field)
  - Date Needed: 6/23/2017
  - Company Name: (empty field)
  - Company Bill Code: TST
  - Company Accounting Code: FDS227
  - User's Email Address: (empty field)
  - User's Phone Number: (empty field)
  - Check if Stewart Access/CPL is needed: (checkbox)
  - Check if Stewart Access/Jackets is needed: (checkbox)
- Additional Comments and Special Requests:** A text area with the placeholder 'Enter additional comments or special requests here'.
- Agreement:** A checkbox and text stating: 'I hereby acknowledge that I am authorized to change (Add/Delete) our Title/WorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all Property/Info (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.'
- Buttons:** 'Send Request' and 'Close'.

Annotations include green boxes around the 'Requested By' fields, a red box around the 'Add User' radio button, a red box around the 'User Information for request' section, a blue box around the agreement checkbox, and arrows pointing from text boxes on the right to these elements.

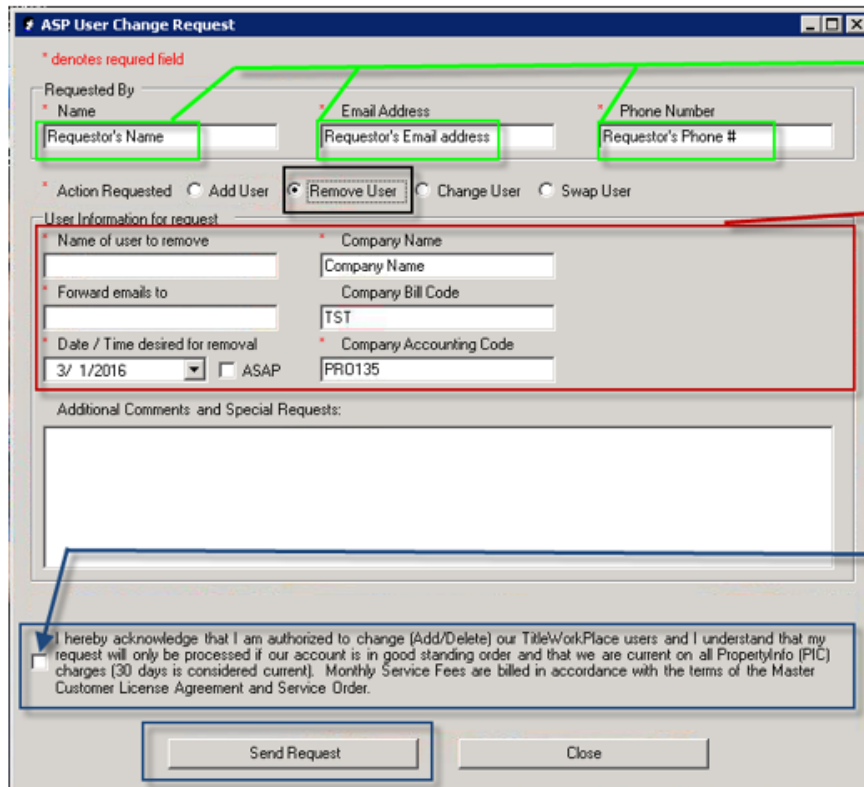
Requestor will enter their information in the top section.

New Employee's info.  
"Name of user to mirror..." means which existing account should be used as a baseline for the new account (permissions and program access).  
Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

# TWP ASP User Change Utility

## Remove User



**ASP User Change Request**

\* denotes required field

Requested By

\* Name  
Requestor's Name

\* Email Address  
Requestor's Email address

\* Phone Number  
Requestor's Phone #

\* Action Requested  
☐ Add User  
☒ Remove User  
☐ Change User  
☐ Swap User

User Information for request

\* Name of user to remove

\* Company Name  
Company Name

\* Forward emails to  
Company Bill Code  
TST

\* Date / Time desired for removal  
3/ 1/2016 ☐ ASAP

\* Company Accounting Code  
PR0135

Additional Comments and Special Requests:

☐ I hereby acknowledge that I am authorized to change (Add/Delete) our Title/WorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all PropertyInfo (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.

Send Request Close

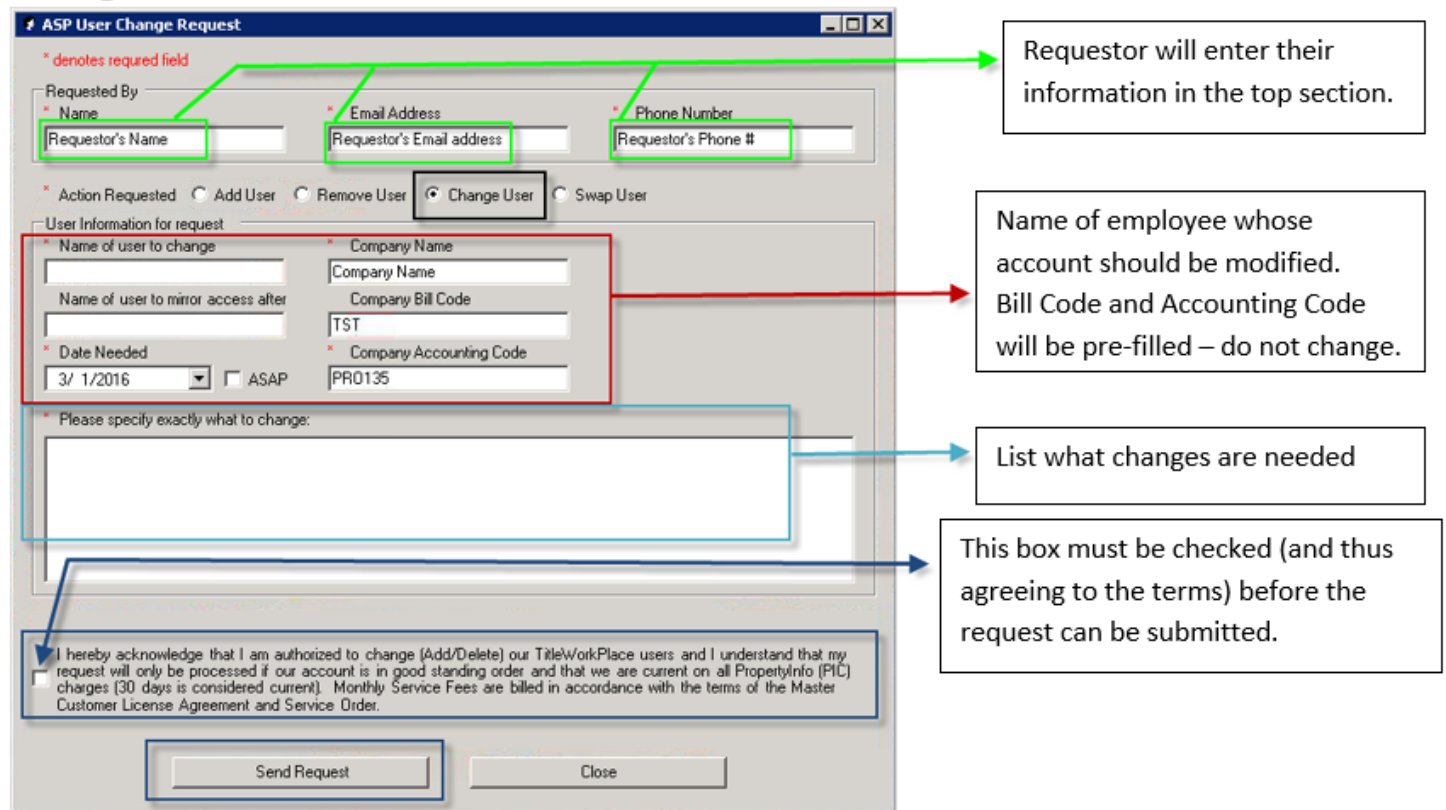
Requestor will enter their information in the top section.

Name of employee whose accounts should be removed. If necessary, forward the employee's emails to another person. Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

# TWP ASP User Change Utility

## Change User



**ASP User Change Request**

\* denotes required field

Requested By

\* Name Requestor's Name

\* Email Address Requestor's Email address

\* Phone Number Requestor's Phone #

\* Action Requested ☐ Add User ☐ Remove User ☒ Change User ☐ Swap User

User Information for request

\* Name of user to change

Name of user to mirror access after

\* Date Needed 3/ 1/2016 ☐ ASAP

\* Company Name Company Name

Company Bill Code TST

\* Company Accounting Code PR0135

\* Please specify exactly what to change:

I hereby acknowledge that I am authorized to change (Add/Delete) our TitleWorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all PropertyInfo (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.

Send Request Close

Requestor will enter their information in the top section.

Name of employee whose account should be modified. Bill Code and Accounting Code will be pre-filled – do not change.

List what changes are needed

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

# TWP ASP User Change Utility

## Swap User

**ASP User Change Request**

\* denotes required field

Requested By

\* Name

\* Email Address

\* Phone Number

Action Requested ☐ Add User ☐ Remove User ☐ Change User ☒ Swap User

User Information for request

\* Name of new user

\* Company Name

\* User's Email Address

\* Name of user to remove

Company Bill Code

\* User's Phone Number

\* Date Needed  ☐ ASAP

\* Company Accounting Code

Additional Comments and Special Requests:

☐ I hereby acknowledge that I am authorized to change (Add/Delete) our Title/WorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all PropertyInfo (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.

Send Request Close

Requestor will enter their information in the top section.

Enter name of new employee and the employee whose accounts should be removed.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.