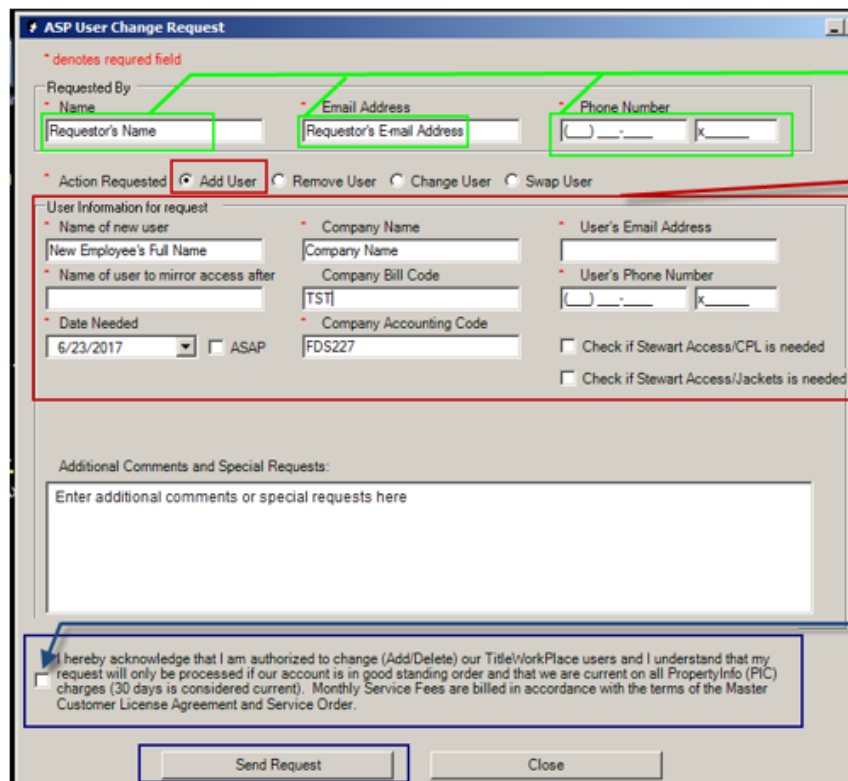# TWP ASP User Change Utility

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

ASP User Change Request

* indicates the field is required

Add User
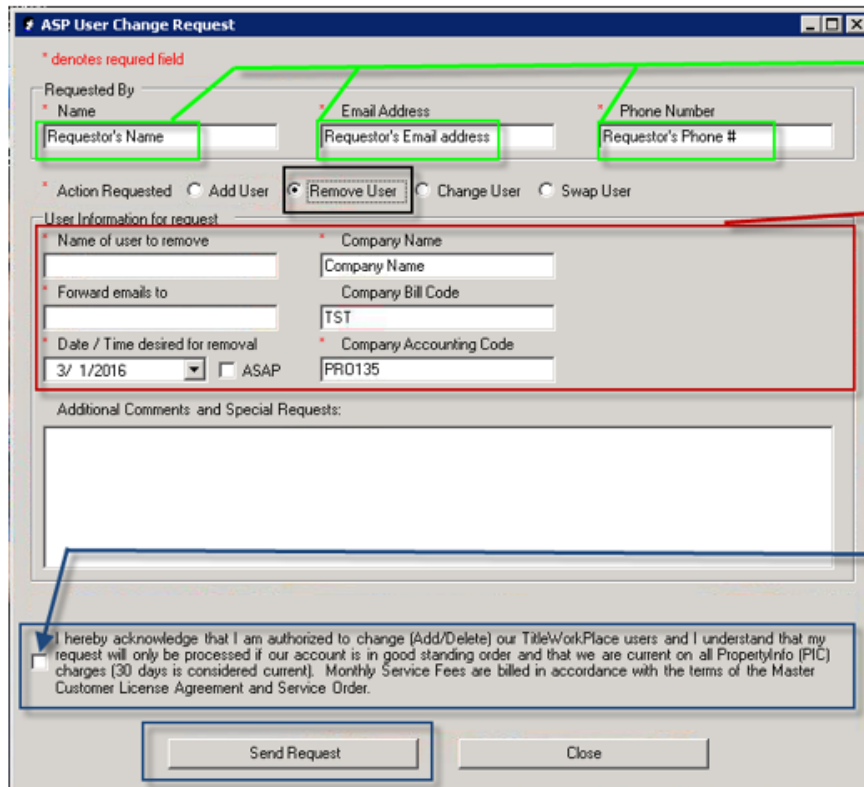

Requestor will enter their information in the top section.

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
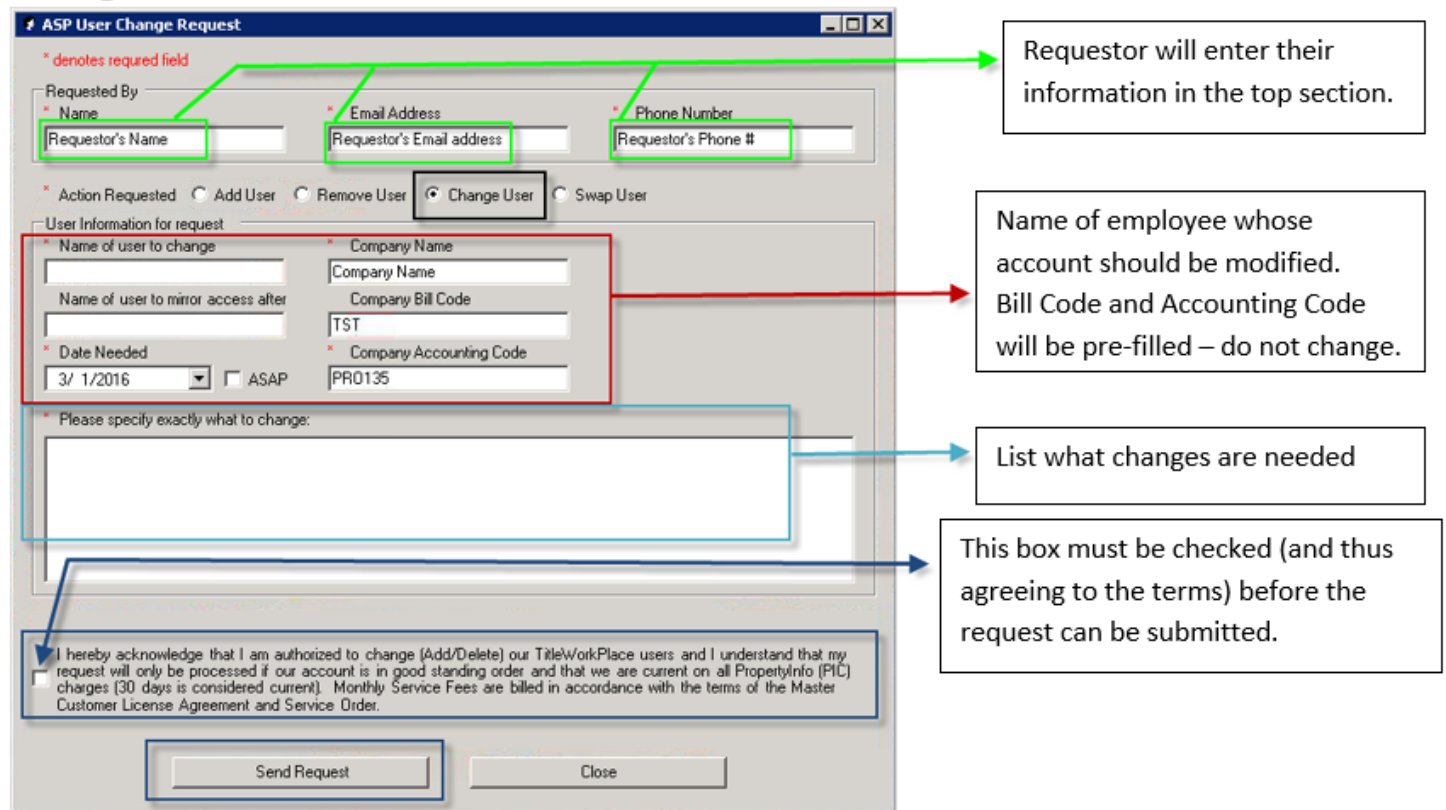
Remove User

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	* Email Address	* Phone Number
Requestor's Name	Requestor's Email address	Requestor's Phone #

* Action Requested   ○ Add User   ○ Remove User   ⦿ Change User   ○ Swap User

User Information for request

* Name of user to change

* Company Name
Company Name

Name of user to mirror access after

Company Bill Code
TST

* Date Needed
3/ 1/2016   ▼   □ ASAP

* Company Accounting Code
PRO135

* 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]

Annotations:

- 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

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.