



## SourceOne EMSYs Tenant Access Request Form

**INSTRUCTIONS:** Please complete this form for each employee requiring access to EMSys

COMPANY NAME: \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

EMPLOYEE'S NAME (EMSYS USER): \_\_\_\_\_

EMPLOYEE'S TITLE: \_\_\_\_\_

EMPLOYEE'S PHONE NUMBER: \_\_\_\_\_

EMPLOYEE'S EMAIL: \_\_\_\_\_

FORM COMPLETED BY (ENTER YOUR NAME): \_\_\_\_\_

EMPLOYEE'S ACCESS APPROVED BY (ENTER SUPERVISOR'S NAME): \_\_\_\_\_

DATE: \_\_\_\_\_

### EMSYS ADMINISTRATOR USE ONLY

USER NAME: \_\_\_\_\_

ROLE: \_\_\_\_\_

FEATURES: \_\_\_\_\_

ADMINISTRATOR'S NAME: \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DURST SIGNATURE: \_\_\_\_\_