

## AUTHORIZATION FOR ACCESS

### MEMORANDUM:

To facilitate your requests and keep our information current, please fill in as indicated and return this form to our office. We suggest that you assign an individual the responsibility of keeping this list up to date. Please have the appropriate person sign this form at the bottom. To assure security for your records, additions and deletions to this list must be in writing. Once the authorization is received, the new user should expect an email from [secure@sendinc.net](mailto:secure@sendinc.net) (typically within 48 hours) containing their authorization number and our Guide to Services. If you don't receive this email within 72 hours, please contact us.

*This shall be considered authorization for the following named individuals to access the below account(s):*

Thank you for selecting The Data Vault for your records management needs!

**Account Name**

**Account Number**

\_\_\_\_\_

**Printed Name**

**Signature**

**Phone #**

**Email Address**

_____	_____	_____	_____
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**Approved By**

**Signature**

**Date**

\_\_\_\_\_