

# ECOM New User

This form is designed to help you create new users. This form must be completed by an authorised contact and if you have **NOT** got administration in your contract, you will be charged £10.00 + VAT per 15 minutes. Once completed, please email to [support@ecom.uk.com](mailto:support@ecom.uk.com)

<b>Date</b>	
<b>Your Name</b>	

Description	Client Reply	Lice
Is this user an additional new user or a replacement for a leaving user?		*
Users Full Name (This will be their display name people see)		
User Login Name (In most cases first name, surname)		
User Location (Site Address)		
Required MAIN Email Address		*
Any other required Email Address?		
Password (ECOM to Create Temp Password)		
Please provide a user who will have similar role for us to copy permissions		
Are there any files or folders which this User should explicitly <b>NOT</b> be able to access?		
Does the user require remote access to the system?		
Is anyone to have access to this users mailbox? If so, who? If so, does this includes send as rights?		
Does this user require access to another users mailbox? If so, who? If so, dose this include send as rights?		
Does the users email need archiving		*
Does another user account need removing?	If so – please request user removal form	
Which programs are required to be setup (excluding Microsoft office applications)		
Which printers are required? (leave blank if unsure)		
Job Title (for Exclaimer Signature)		
Mobile/Office Phone Number (Signature)		
Please provide the IP address or Hostname for the PC this user will be using (leave blank if unsure)		
Any other requirements?		