

Insite Permission Request Form

Request Date

Approved By

Approvers Position

New Account User Information

Name

Position

Email

Client/Site 1

Client

Site Name and Business Unit

Division/Regions

Access (choose all that apply)

Manager

Associate

Customer

Test Client

Features (choose all that apply)

Hours

Position Profiles

Notifications

Additional Department
Head Approval Required

SEP

Supplies

Manager

HR Administration

SEP Bonus

Billing

Customer

Training Administration

To-Dos

Governance

Turnover

Message Builder

Client/Site 2

Client

Site

Access (choose all that apply)

Manager

Associate

Customer

Test Client

Features (choose all that apply)

Hours

Position Profiles

Notifications

Additional Department
Head Approval Required

SEP

Supplies

Manager

HR Administration

SEP Bonus

Billing

Customer

Training Administration

To-Dos

Message Builder