



MAIN OFFICE  
201 Merchant Street  
Suite 1100  
Honolulu, HI 96813  
Phone (808) 533-3222

# ImageRight User Access Request Form

Request Type: **New** **Change** User Type: **Employee/AE** **Ind. Producer**

Today's Date:

## NEW Request Information

Start Date:

Staff Name:

Position Title:

IR Role: Select appropriate department & role(s) below: Use drop down menu to select role(s) as needed

Buddies:	Accounting:	CL :	PL:	Admin/EXE:
1)	1)	1)	1)	1)
2)	2)	2)	2)	2)
3)	3)	3)	3)	3)
4)	4)	4)	4)	4)
5)	5)	5)	5)	5)
6)	6)	6)	6)	6)
7)	7)	7)	7)	7)
8)	8)	8)	8)	8)
9)	9)	9)	9)	9)

## CHANGE Request Information

Type of Change: **Group** **Role** **Other (pls specify)**

Staff Name:

Change Eff Date:

<b>Remove from Group/Role:</b>	1.	5.
	2.	6.
	3.	7.
	4.	8.
<b>Add to Group/Role:</b>	1.	5.
	2.	6.
	3.	7.
	4.	8.

Reason for Change:

Approved by: (print name)

Signature

Requestor:

Date:

Important Procedural Instructions (please read): All fields must be completed.

- New & Change Employee request - Unit Manager to complete, sign & submit form to MIS dept.

### For MIS Dept Use Only:

Received Request Date: \_\_\_\_\_

Entered By & Date: \_\_\_\_\_

Add to ImageRight Users ☐ Group ☐ Buddies ☐ BPR



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## IMAGERIGHT DESCRIPTION OF GROUPS

1. AC AP:	Accounts Payable Users
2. AC AR:	Accounts Receivable Users
3. AC Manager:	Accounting Manager
4. AC Users:	Accounting Users
5. Administrators - IT:	Administrators – IT Staff
6. CI 1132 Users:	CL Independent 1132 Bishop Users
7. CI 1132 Managers:	CL Independent 1132 Bishop Managers
8. CI Hilo Users:	CL Independent Hilo Branch Users
9. CI Hilo Managers:	CL Independent Hilo Branch Managers
10. CI Kona Users:	CL Independent Kona Branch Users
11. CI Kona Managers:	CL Independent Kona Branch Managers
12. CI Makai Users:	CL Independent Makai Branch Users
13. CI Makai Managers:	CL Independent Makai Branch Managers
14. CI Maui Users:	CL Independent Maui Branch Users
15. CI Maui Managers:	CL Independent Maui Branch Managers
16. CI Producers:	CL Independent Producer Users
17. CM AOA Users:	CL House AOA Users
18. CM Benefits Users:	CL House Benefits Users
19. CM Benefits Managers:	CL House Benefits Managers
20. CM Benefits Indexers:	CL House Benefits Indexer
21. CM CCG Users:	CL House CCG Users
22. CM Claim Users:	CL House Claims Users
23. CM Construction Users:	CL House Construction Users
24. CM Graphics Users:	CL House Graphics Users
25. CM House Manager:	CL House Managers
26. CM House AE:	CL House Account Executives Users
27. CM House Indexers:	CL House Indexer Users
28. CM Risk Consulting Users:	CL House Risk Consulting Users
29. CM Risk/Claims Users:	CL House Risk/Claims Users
30. CM Surety Users:	CL Surety Users
31. Executives:	Executives
32. PI Producers:	PL Producers
33. PI 1132 AA:	PL Producers 1132 Bishop AA Users
34. PI 1132 AM:	PL Producers 1132 Bishop AM Users
35. PI Hilo Users:	PL Hilo Branch Users
36. PI Hilo Managers Users:	PL Hilo Branch Managers
37. PI Kona Users:	PL Kona Branch Users
38. PI Kona Managers:	PL Kona Branch Managers
39. PI Makai Users:	PL Makai Branch Users
40. PI Makai Managers:	PL Makai Branch Managers
41. PI Maui Users:	PL Maui Branch Users
42. PI Maui Managers:	PL Maui Branch Managers