



USER ACCESS FORM

Please complete one form for each user and return to your account manager(s).

Name: _____ Email: _____

Phone: _____ Company: _____

PEI WEBSITE PORTAL:

Requested Username*: _____

Requested Password: _____

**If requested Username is unavailable, PEI will assign you one that is and provide it to you. Username and Password must be at least 6 characters and up to 10. Password must be Alpha Numeric and have a special character. Passwords expire every 90 days. (Password example: Private12!)*

USER ACCESS LEVEL (PLEASE CHECK ONE):

Administrator

Includes the following access:

- Accounting
- HR Manager (view multiple accounts, if applicable)
- Order Reports
- View Reports
- View Results

Basic User

Includes the following access:

- Order Reports
- View Reports
- View Results

Read-Only User

Includes the following access:

- View Reports
- View Results

*****An Administrator must also sign to approve user access level*****

Signature of User _____ Date _____

Signature of Administrator _____ Date _____

Printed Name of Administrator _____ Title _____