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TWP ASP User Change Utility   **Quick Reference Guide**

The ASP user Change utility allows a customer to request accounts for new employee, remove accounts for former employee, and also make changes to existing employee's account or permission. The utility is available via shortcut on the AIM+ Desktop.

ASP User
Change
Request

Add User

Requestor will enter their information in the top section.

New Employee's info.
"Name of user to mirror…" means which existing account should be used as a baseline for the new account (permissions and program access).
Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

Remove User

Requestor will enter their information in the top section.

Name of employee whose accounts should be removed. If necessary, forward the employee's emails to another person. Bill Code and Accounting Code will be pre-filled – do not change.

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

Change User

ASP User Change Request

*denotes required field

Requested By
* Name   * Email Address   * Phone Number
Requestor's Name   Requestor's Email address   Requestor's Phone #

* Action Requested   ○ Add User   ○ Remove User   ● Change User   ○ Swap User

User Information for request
* Name of user to change   * Company Name
                                  Company Name
Name of user to mirror access after   Company Bill Code
                                  TST
* Date Needed   * Company Accounting Code
3/ 1/2016 ▼ □ ASAP   PRO135

* Please specify exactly what to change:

□ I hereby acknowledge that I am authorized to change (Add/Delete) our TitleWorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all PropertyInfo (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.

[Send Request]   [Close]

Requestor will enter their information in the top section.

Name of employee whose account should be modified.
Bill Code and Accounting Code will be pre-filled – do not change.

List what changes are needed

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

Swap User

ASP User Change Request

* denotes required field

Requested By

* Name	* Email Address	* Phone Number
Requestor's Name	Requestor's Email address	Requestor's Phone #

Requestor will enter their information in the top section.

* Action Requested   ○ Add User   ○ Remove User   ○ Change User   ● Swap User

User Information for request

* Name of new user	* Company Name	* User's Email Address
	Company Name	
* Name of user to remove	Company Bill Code	* User's Phone Number
	TST	
* Date Needed	* Company Accounting Code	
3/ 1/2016 ▼ □ ASAP	PRO135	

Enter name of new employee and the employee whose accounts should be removed.

Additional Comments and Special Requests:

This box must be checked (and thus agreeing to the terms) before the request can be submitted.

□ I hereby acknowledge that I am authorized to change (Add/Delete) our TitleWorkPlace users and I understand that my request will only be processed if our account is in good standing order and that we are current on all PropertyInfo (PIC) charges (30 days is considered current). Monthly Service Fees are billed in accordance with the terms of the Master Customer License Agreement and Service Order.

Send Request	Close