



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.



Add User

* denotes required field

Requested By

Name
Requestor's Name

Email Address
Requestor's E-mail Address

Phone Number
() - - x

Action Requested Add User Remove User Change User Swap User

User Information for request

Name of new user
New Employee's Full Name

Company Name
Company Name

User's Email Address

Name of user to mirror access after
TSTJ

User's Phone Number
() - - x

Date Needed
6/23/2017 ASAP

Company Accounting Code
FDS227

Check if Stewart Access/CPL is needed

Check if Stewart Access/Jackets is needed

Additional Comments and Special Requests:
Enter additional comments or special requests here

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 Property/Info (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.

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



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Remove User

* denotes required field

Requested By

* Name
Requestor's Name

* Email Address
Requestor's Email address

* Phone Number
Requestor's Phone #

* Action Requested Add User Remove User Change User Swap User

User Information for request

* Name of user to remove
Company Name

* Forward emails to
Company Bill Code
TST

* Date / Time desired for removal
3/ 1/2016 ASAP

* Company Accounting Code
PRD135

Additional Comments and Special Requests:

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 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.



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Change User

The screenshot shows the 'ASP User Change Request' form. It includes a 'Requested By' section with fields for Name, Email Address, and Phone Number. Below this is an 'Action Requested' section with radio buttons for Add User, Remove User, Change User (selected), and Swap User. The 'User Information for request' section contains fields for Name of user to change, Company Name, Name of user to mirror access after, Company Bill Code, Date Needed, Company Accounting Code, and an ASAP checkbox. A large text area is provided for specifying changes. At the bottom, there is a checkbox for a legal acknowledgment and two buttons: 'Send Request' and 'Close'. Green boxes highlight the 'Requested By' fields, a red box highlights the 'User Information' fields, a blue box highlights the 'Please specify exactly what to change' text area, and a blue box highlights the acknowledgment checkbox.

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.



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Swap User

* denotes required field

Requested By

* Name

* Email Address

* Phone Number

* Action Requested Add User Remove User Change User Swap User

User Information for request

* Name of new user

* Company Name

* User's Email Address

* Name of user to remove

Company Bill Code

* User's Phone Number

* Date Needed ASAP

* Company Accounting Code

Additional Comments and Special Requests:

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.

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

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