WILLIAMS data management
since 1922

AUTHORITY FOR ACCESS UPDATE FORM

DATA PROTECTION

This form allows you to add or remove users from accessing your account.
Please email completed form to ClientServices@williamsdatamanagement.com

Company: _____ Account #: _____

ADD

Full Name: _____ Signature: **X** _____ (Required)
Title: _____ Authorization Level: _____ (Required)
Phone: _____ Email: _____ (Required)
Officer: ☐ Web Client Access: ☐ E-Receipt – Unsubscribe: ☐ Department #: _____

Full Name: _____ Signature: **X** _____ (Required)
Title: _____ Authorization Level: _____ (Required)
Phone: _____ Email: _____ (Required)
Officer: ☐ Web Client Access: ☐ E-Receipt – Unsubscribe: ☐ Department #: _____

Full Name: _____ Signature: **X** _____ (Required)
Title: _____ Authorization Level: _____ (Required)
Phone: _____ Email: _____ (Required)
Officer: ☐ Web Client Access: ☐ E-Receipt – Unsubscribe: ☐ Department #: _____

Full Name: _____ Signature: **X** _____ (Required)
Title: _____ Authorization Level: _____ (Required)
Phone: _____ Email: _____ (Required)
Officer: ☐ Web Client Access: ☐ E-Receipt – Unsubscribe: ☐ Department #: _____

Full Name: _____ Signature: **X** _____ (Required)
Title: _____ Authorization Level: _____ (Required)
Phone: _____ Email: _____ (Required)
Officer: ☐ Web Client Access: ☐ E-Receipt – Unsubscribe: ☐ Department #: _____

REMOVE

Full Name: 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

THIS AUTHORIZATION FORM MUST BE SIGNED BY A "G" LEVEL AUTHORIZED PERSON OF THE COMPANY

Full Name: _____ Signature: _____

Title: _____ Code: _____ Date: _____

This information is intended only for the use of those individuals. Do not copy or distribute. To maintain security of your Account please notify us immediately of any changes. Changes become effective 24 hours after receipt.

WILLIAMS BUSINESS HOURS: 8AM – 5PM, MONDAY – FRIDAY (EXCLUDING HOLIDAYS)

Williams Data Management
1925 East Vernon Avenue
Los Angeles, CA 90058-1685

323.234.3453 (O) | 323.233.5451 (F)
ClientServices@WilliamsDataManagement.com
www.WilliamsDataManagement.com

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Effective: 4.11.2014   Ver. 012012   Page 1 of 2

Level	Description
(G)	• Can Declare a Disaster or Test
	• Can authorize additions, deletions, and modifications to Authority For Access list
	• Can authorize account information changes, and arrange visits to Williams (24 hour notice required)
	• Can order any and all disposition of the contents of this account
	• Also has the authority of levels: S & X
(S)	• Can request nonscheduled delivery service, and alter delivery schedule
	• Can request Inventory Information and make inventory changes
	• Also has the authority of level: X
(X)	• Can sign for pickups and deliveries only

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