

# Add/Remove Phoenix User

<u>Requestor Information:</u>	
<b>** The Requestor should NOT be the staff who needs access</b>	
Date of Request:	Need by Date:
Requestor Name:	Requestor Phone:
Agency:	
<u>New Phoenix User Account Creation:</u>	
Name:	Agency:
User email address:	Residential Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Phoenix user account to mirror this new user account after:	
What role this user will have: <input type="checkbox"/> Provider Billing/Claims <input type="checkbox"/> Provider Clinician <input type="checkbox"/> Clerical/Records Staff <input type="checkbox"/> Other – please specify:	
<u>User Account Termination:</u>	
User Account Termination:	Termination Date:
Please complete this form, save it and then attach and email the form to the Help Desk at <a href="mailto:helpdesk@babha.org">helpdesk@babha.org</a> Thank you, Help Desk Staff 989-497-1317	

Other info/comments