

Add/Remove Phoenix User

<u>Requestor Information:</u>	
** The Requestor should NOT be the staff who needs access	
Date of Request:	Need by Date:
Requestor Name:	Requestor Phone:
Agency:	
<u>New Phoenix User Account Creation:</u>	
Name of New Staff:	Residential Provider? ☐ Yes ☐ No
User email address:	ABA Provider? ☐ Yes ☐ No
Will this staff need a logon to the system? ☐ Yes ☐ No	
If Yes, Existing Phoenix user to mirror this new user after:	
What role this user will have: ☐ Provider Billing/Claims ☐ Provider Clinician ☐ Clerical/Records Staff	
☐ 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 helpdesk@babha.org	
Thank you, Help Desk Staff 989-497-1317	

Other info/comments