



**Request for Tariff No. 4 System Access
(Complete One Form for Each Id Requested)**

Section 1: Nature of this Request (Check One)	
For New UserIds: <input type="checkbox"/> Create a new Read-Only UserId <input type="checkbox"/> Create a new Read-Update UserId	For Existing UserIds: <input type="checkbox"/> Change Contact Information <input type="checkbox"/> Assign Update Authority

Section 2: Old UserId Information
Name: _____ UserId: _____

Section 3: New UserId Information
Name: _____ UserId: _____
Company: _____ Job Title: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Phone: _____ Fax: _____ E-Mail: _____

For Read-Update UserIds, please indicate the Company Codes and Sections affected by this request: <i>(Attach a separate sheet if necessary)</i>			
<u>Company Codes</u>	<u>Wire Center</u>	<u>Read-Update BP</u>	<u>Subtending</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 4: Authorized Exchange Carrier Company Representative Approving this Request
Name: _____ Job Title: _____
Company: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Phone: _____ Fax: _____ E-Mail: _____
Signature: _____
Comments: _____

Section 5: Authorizations	
Requestor's Signature: _____	Date: _____
Requestor's Manager's Signature: _____	Date: _____
NECA Tariff No. 4 Application Administrator's Signature: _____	Date: _____
NECA Security Administrator's Signature: _____	Date: _____
NECA Security Administrator's Manager's Signature: _____	Date: _____

Please return the completed form to: NECA – Tariff No. 4 Group
Email: Tariff4@neca.org