

SD Online User Request Form

IMPORTANT: Please email your completed form to marketing@sargent-disc.com. If you are using digital signatures please ensure to include the certificate of completion together with the completed user form. All fields with an asterisk* must be completed in full.

User Information

Existing User ID (if applicable)	<input type="text"/>	NOTE: If User ID is left blank, a new ID will be created	
Full Name*	<input type="text"/>	Address*	<input style="width: 100%;" type="text"/>
Mobile/Cell No.*	<input type="text"/>	Country*	<input type="text"/>
E-Mail address*	<input type="text"/>	Post Code*	<input type="text"/>

Payroll Information

Company*	<input type="text"/>	I require access to*:	
Production*	<input type="text"/>	<input type="checkbox"/>	UK Pay scales
Payrolls	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	Payrolls specified below:

User Authorisation

<input style="width: 100%;" type="text"/>	I have read, understood and agree to the terms & conditions below:
Signature*	Date*: _____

Terms and Conditions: Sargent-Disc Ltd cannot be held responsible for the misuse of any information by an approved user of the system. It is the user's responsibility to ensure that they keep passwords confidential and do not leave a computer unattended whilst logged in. Your data is being collected for the sole purpose of enabling Sargent-Disc Ltd to expedite those services for which we have been contracted. Data supplied to Sargent-Disc Ltd will be for the exclusive use of Sargent-Disc Ltd and will not be shared with any external third parties.

Authorised Signatory

To be completed by an existing authorised signatory. Authorisation must be by a different person from the user request.

Access authorised by:

Full name of Signatory*	<input type="text"/>	Signed on behalf of company or production*:	
Position*	<input type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	
Email Address*	<input type="text"/>		
Date*	<input type="text"/>		

Internal use only

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date:	Date: