



## Web Order Entry Sign-Up Form

1. Customer: \_\_\_\_\_

2. Name of person requesting access to WOE: \_\_\_\_\_

3. Will this person have Administrative Rights?  Yes  No  
(Can add or edit other users but can not restrict account inquiry access)

4. Will this person have access to Account Inquiry?  Yes  No  
(See credit limit, aging information, payment information)

5. Email address for admin person: \_\_\_\_\_

6. Password for this person will be emailed to them, which they can change upon first login.

7. Acknowledgements can be faxed or emailed, who should they go to and what format?

Person (s): \_\_\_\_\_ Fax  Email

8. Additional Users to be Signed Up: (passwords will be emailed then can be changed)

Name	Email	Account Inquiry?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No