



# NEW USER ACCOUNT FORM

**New User Profile:** *(please print)*

Account Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact Number (Cell Phone): \_\_\_\_\_

*(\* to be used by SwiftReach support staff for emergency purposes only)*

Requested Username: \_\_\_\_\_ *(\* must be 8-10 characters)*

*Initial password will be provided by SwiftReach (\*User will change on 1<sup>st</sup> logon)*

**New User Access Privileges:**

Please select from the following roles below:

**Administrator** – Global Access to the system (includes all privileges below) including messages, lists, and campaigns belonging to any system user

**Standard User** – Access to all features, but partitioned **only** to see one’s own messages, lists, and notification campaigns

**List Editor** – Access to create, edit, and maintain **all** lists across the entire account

**Message Editor** – Access to create, edit, record, and maintain **all** messages across the entire account

**Message Recorder** – Access **only** to dial into the system and record voice messages

**Campaign Controller** – Access **only** to start and stop notification campaigns utilizing system-wide lists and messages

**Map Zone Editor** – Access to create, edit, and maintain **only** one’s own custom maps

**Custom Privileges** – Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_