Storage Security

Registered Company Name

Name	Email Address	Cost Centre	Username (max 16 characters, no spaces)	Password (max 8 characters, no spaces)	Security PIN (min 8 characters)	Admin	Retrieve	Delete	Destroy
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
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						☐	☐	☐	☐
						☐	☐	☐	☐

NOTES:

Users ticked as **Admin** have all rights to all cost centres and can manage other users via the online system. You may find it easier to create one such user and create other users using the online system.

Please use the **Cost Centre** column to restrict users to a single Cost Centre. If you only have a single cost centre in your Account, please leave this column blank. If you require a more complicated setup (i.e. restriction to more than a single cost centre) please use the online system to administer.

The **Username** and **Password** are used only when accessing the online system. The **Security PIN** (which must be at least 8 characters and can be a mixture of letters and numbers) will be used for telephone requests. Emailed and faxed requests from an authorized person will be deemed valid.

If you require the setup of more than eight users, please complete an additional copy of this form.

Terms and Conditions of Use for Online Services

1. By signing this application, you represent that you have the authority to bind the company to these conditions.

2. You are responsible for all actions taken using your requested username and any other usernames that you create. It is your responsibility to keep your usernames and passwords safe.

3. The online storage services are in addition to our standard services as covered under our standard terms and conditions and are provided free of charge. All actions requested using the online service shall be charged for and bound by those same terms and conditions.

4. You agree that you will use the website for the purpose intended only and that you will not knowingly take any action that compromises the website in any way.

5. The website remains the copyright of AMS and you agree that you will not use or induce the use of any robot, spider, other automatic device or manual process to monitor or copy the website or the content contained therein without our prior express written permission.

6. Whilst we will make every effort to provide a reliable service, we cannot guarantee continuous, uninterrupted or secure access to the service as the operation of the website may be interfered with by numerous factors outside of our control.

Signature		Name	
Position		Date	

For ams use only	
Account Number	
Security Model	
Service Created	

Form QF4/1/0707