



Search User Authorizations

Company Name: _____

Date: _____

Authorizing Individual – This user will have all Non-Administrative, Administrative and Account rights.

First Name: _____

Last Name: _____

Phone: _____

Email: _____

Authorized Users – Please select the tasks each user is authorized to perform.

*Please include your Accounts Payable contact with a minimum usage of Accounting Rights.

User 2: First Name: _____		Last Name: _____	
Phone: _____		Email: _____	
Non-Administrative Rights	Administrative Rights	Accounting Rights	
Order Reports	Order Reports for Other Users	View Prices	
View Reports	View All Reports for Other Users	View Details	
	Manage Users	View Invoices	

User 3: First Name: _____		Last Name: _____	
Phone: _____		Email: _____	
Non-Administrative Rights	Administrative Rights	Accounting Rights	
Order Reports	Order Reports for Other Users	View Prices	
View Reports	View All Reports for Other Users	View Details	
	Manage Users	View Invoices	

User 4: First Name: _____		Last Name: _____	
Phone: _____		Email: _____	
Non-Administrative Rights	Administrative Rights	Accounting Rights	
Order Reports	Order Reports for Other Users	View Prices	
View Reports	View All Reports for Other Users	View Details	
	Manage Users	View Invoices	

User 5: First Name: _____		Last Name: _____	
Phone: _____		Email: _____	
Non-Administrative Rights	Administrative Rights	Accounting Rights	
Order Reports	Order Reports for Other Users	View Prices	
View Reports	View All Reports for Other Users	View Details	
	Manage Users	View Invoices	

X _____
Authorizing Individual Signature

Date: _____