



**USER PROFILE AUTHORIZATION FORM**

This form is used to authorize Delta Computer Systems, Inc. personnel to make the following additions or changes to system and/or application software user profiles in our computer system for the specified user. **Please complete ALL ♦ fields.**

I hereby authorize that the following user profile (enter user ID) ♦ \_\_\_\_\_ be **added / changed / deleted** to/from our computer system. **(Circle one)**

Users' Full Name: ♦ \_\_\_\_\_

Default Printer: ♦ \_\_\_\_\_ (Printer for reports to print)

Cash Drawer, if applicable: ♦ \_\_\_\_\_ (*applies to modules collecting monies*)

Command Line Authority is to be **Granted / Denied** ♦ **(Circle One)**

User ID of employee with similar authorities: ♦ \_\_\_\_\_

Access shall be limited to: ♦ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this New User need access to PaperLink **Yes / No ?** ♦ **(Circle One)**

If **YES**, is this user replacing an existing user's Scan/View License? If so, who?  
Name and User ID: ♦ \_\_\_\_\_

Customer Approval:

♦ \_\_\_\_\_  
(Elected Official Signature)

♦ \_\_\_\_\_  
(Print Name)

♦ \_\_\_\_\_  
(Title)

♦ \_\_\_\_\_  
(County, City or Business Name)

♦ \_\_\_\_\_  
(Phone # or Email of Contact Person)

♦ \_\_\_\_\_  
(Date)

Delta Approval:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)