

UAG - ACCESS REQUEST

1. TRACKING INFORMATION

PROPERTY NAME

PROPERTY PHONE

DATE OF REQUEST

EMPLOYEE NAME

EMPLOYEE#

DATE OF HIRE

JOB TITLE

SUPERVISOR

2. ACTION TYPE

☐ NEW HIRE

☐ REHIRE

☐ CHANGE

☐ TERMINATION

3. CHANGE

☐ POSITION From _____ to _____

☐ LOCATION From _____ to _____

☐ OTHER _____

4. INTERNAL UAG SOFTWARE CREDENTIAL REQUEST (Check applicable requests)

PROPERTY EMAIL _____ ☐ Reset ☐ New

☐ GRACE HILL

☐ ONESITE L&R

☐ THE BOX

☐ APTEXX

☐ LEAD2LEASE

MANAGERS ONLY ☐ ONESITE ACCOUNTING ☐ OPS TECHNOLOGY ☐ WINDSOR COMPLIANCE (TAX CREDIT / HUD ONLY) ☐ COMPLIANCE DEPOT

5. CORPORATE EMPLOYEES

6. EMAIL GROUPING

☐ CORP. CALENDAR

☐ UCM BOX ACCESS

☐ UAG DATABASE

☐ 3CX PHONE

☐ ACCOUNTING

☐ ACCT CORE

☐ REGIONALS

☐ TRAINING

☐ SUPPORT

☐ HUD

☐ TAKEOVER

☐ SA OFFICE

☐ DFW OFFICE

☐ MENTORS

☐ MANAGERS

☐ ASST. MANAGERS

☐ LEASING

☐ APTEXX NSF

7. EXTERNAL SOFTWARE CREDENTIAL REQUEST

PROPERTY WEBSITE - Please email service@apartments247.com

SWBC HR PRISM EMPLOYEE SERVICES - Will be sent via email from SWBC

KRONOS TIME KEEPING - Will be sent via email from SWBC

INDATUS - Please email customercare@indatus.com

BLUEMOON FORMS – www.bluemoonforms.com

CONSERVICE - Please email www.conservice.com

NATIONAL CREDIT SYSTEMS (NCS) - Please call 1-800-367-1050 ext.802

CoStar – Jacob.sternberg@uaginc.com

AD SOURCES / VENDORS – Contact Directly

APPROVAL

SUPERVISOR SIGNATURE: _____ DATE: _____

SUBMIT COMPLETED FORM TO support@uaginc.com