



**SPOT User Request Form and User
Access Agreement**

Request Form Requirements

- 1. Request form must be submitted from the user's supervisor. The form will not be accepted if it is submitted by the user requesting the account.**
- 2. User's name on the request form must be their legal name and/or name on their license.**
- 3. Request form must be sent to Summit Pointe's Compliance Officer for approval via scanned email to MQuigley@summitpointe.org or faxed to 269-425-3015.**



SPOT User Request Form

Type of Request (Check One)	<input type="checkbox"/> New <input type="checkbox"/> Change (Please indicate changes)
Date of Request	
Effective Date	
Name of User (Legal Name)	
Phone Number of user	
Email address of user	
Title/Role	
Responsibilities (Related to SPOT)	
Agency	
Name/Phone number of requestor	
User's Supervisor	