



SPOT User Request Form

Form Requirements:

1. Form must be submitted by user's supervisor. If you are the agency owner, please indicate below.
2. User's name on the request form must be their legal name and/or name on their government issued identification.
3. Requests can be emailed to Summit Pointe's Compliance Director (MQuigley@summitpointe.org) or faxed to 269-425-3015. Electronic signatures are accepted. ***Please ensure that you are also submitting the 'User Access Agreement' Form.**

Type of Request (Choose One)	New User	Remove User
Date of Request		
Effective Date		
Agency		
Name of User and Job Title (Legal Name)		
User Phone Number		
User Email Address		
Type of Access Requested (ex: claims)		
Opt-In to Receive Authorization Notification	Yes	No
User's Supervisor Signature/Date (or signature and indicate Agency Owner)		