

AUTHORIZATION

POLICY

The authorization list provided by the client enables Fireproof Records Center to provide the security specific to each customer for the management of their imaged information. Each client will select a password. The password is required to activate the account. Clients will be required to use the password to request services. The Authorizing person for each account will designate the level of each person listed on the Authorization list. It is imperative that a current list be maintained at the client's location and at Fireproof. The authorization list should be reviewed annually or whenever there is a change in personnel. It is the client's responsibility to inform Fireproof, in writing, of any changes in their authorized personnel or password. Email requests must be submitted with an electronic signature of the Authorizing person.

PROCEDURES

All clients of Fireproof will provide an authorization list and password. The password is required to activate the account prior to any access is requested. Clients will provide a list of persons who are authorized to have access to images being stored by Fireproof. Persons authorized will have a level of activity assigned to them. Those levels are:

- 1 M-F, 8:00 am – 5:00 pm Telephone, Fax, Email
- 2 Web Access
- 3 Image Silo Access
- 4 RUSH Service
- 5 Full Administrative Authority (Authorizing Person)

Whenever there is a change in the client's designated Authorizing Person, an Officer of the company will notify Fireproof in writing. This notification should include the name of the new Authorizing Person and their title. Updates to the password are also required to be submitted to Fireproof in writing by the Authorizing Person. Examples of updates to the Authorization List and password could be a result of promotion, leave of absence, termination of employment, vacation or the addition of a new employee.



FIREPROOF RECORDS CENTER

Safe. Secure. And there when you need it.

___ This list supersedes all others

___ This list is in addition to the existing list

P.O. Box 1150
Grove City, OH 43123

Phone: 614/299-2121
Fax: 614/299-7943
Email: service@fireproof.com

Imaging Account Authorization Form

Company Name _____

Account No. _____

Delivery Address _____

Password _____

A password is required for telephone requests. Only individuals listed below are authorized to access information stored at Fireproof Records Center. Access includes telephone, fax and email communication. Each individual will be assigned specific levels of access.

Authorization Levels

1 M-F 8:00 am – 5:00 pm Access

2 Web Access

3 Image Silo

4 RUSH Service

5 Full Administrative Authority

NAME (Please Print)

SIGNATURE

DEPARTMENT

LEVEL

1	2	3	4	5

I, _____, representative for Company, authorize the individuals listed above to have access to Company's records according to their designated authorization level. When the Authorizing Person has Web Administrative rights, that person will be responsible for any and all authorization updates.

Authorizing Person's Signature

Date

