

### USER ID REQUEST FORM

### Instructions:

Below you will find the form the ALI Service Bureau will need you to complete in order to generate a username and password. This username and password will grant access to the xALI Web or xALI DBMS.

The ALI Service Bureau will assign a User Name and Password. Your credentials can be changed the first time you log in to xALI Web or xALI DBMS.

1. **Request Date**: the date you are making the request.
2. **Name**: the requested user’s full name.
3. **Telephone**: the user’s telephone.
4. **Email**: the user’s email address.
5. **Full Company Name**: the full company name the user works for.
6. **NENA COID**: the NENA Company ID number associated with the company from #5 (if applicable).
7. **Jurisdiction**: the area the user will be submitting service orders for.
8. **3rd Party Provider?**: are you a 3rd party provider? Check the applicable box.
9. **For which COID?**: If you are a 3rd party provider, enter the NENA COIDs of the company(ies) you will be doing work for. You will be assigned different credentials for each 3rd party COID.
10. **Request type**: If this is a new request, check the **Add** box. If you need to delete a user, check the **Delete** box. If you wish to make changes to an existing user, click the **Change** box.
11. **System Access**: System Administrators = DBMS. Telcos/Carriers/Multi-Line users = xALI Web

**The remaining cells are filled out by the Database Administrator.**



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| USER ID REQUEST FORM |

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| **Request Date** |  |
| **Name** |  |
| **Telephone** |  |
| **Email** |  |
| **Full Company Name** |  |
| **NENA COID** |  |
| **Jurisdiction**  **(Municipality/County/State…)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3rd Party Provider?** | **Yes** |  | **No** |  |
| **If yes, for which NENA COID(s)** | **1**. | | | | **2.** | **3.** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Request Type**  **(Are you adding a user? Deleting a user? Or making a change to a user?)** | **Add** |  | **Delete** | |  | **Change** | |  |
| **System Access**  **(check all applicable)** | ***xALI DBMS*** | |  | ***xALI Web*** | | |  |

### Questions? Contact the ALI Service Bureau at donna.tepe@cinbell.com

### Below to be completed by the Database Administrator

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| --- | --- | --- | --- |
| **Assigned by** |  | | |
| **Email Address** |  | | |
| **Contact Number** |  | | |
| **User Name(s) Assigned** |  |  |  |
| **Password assigned** |  | | |
| **Date Assigned** |  | | |
| **Comments** |  | | |