



Elements Authorized Contact Add/Remove

Company: _____ **Preferred Method of Contact** Phone call e-mail

Client ID: _____ PIN: _____ New PIN (if desired): _____

Phone: _____ Fax: _____

Authorized Contact(s):

Add Contact Remove Contact Updated Information

Name: _____

Email: _____ Phone # _____

Security Profile:

Employee Dept Manager/SPVR Payroll Admin HR Admin Company Admin TLM Approver

VCA Approver: Yes No Security Profile to Mirror: _____

Receive Payroll Reports: Yes No

Other Reports E-mailed _____

Group Access:

See/Edit for ALL Active Employees

Mark what access or what you want this person to see/edit/not view for **ALL** Active Employees:

EE Demographics	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
EE SSN #	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
EE Pay information	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
TLM	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	Approve <input type="checkbox"/>
Time Offs	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	Approve <input type="checkbox"/>

See Only Dept: _____

Mark what access or what you want this person to see/edit/not view for specified department(s):

EE Demographics	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
EE SSN #	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
EE Pay information	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	
TLM	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	Approve <input type="checkbox"/>
Time Offs	View <input type="checkbox"/>	Edit <input type="checkbox"/>	Not View <input type="checkbox"/>	Approve <input type="checkbox"/>

Client Signature: _____

Date: _____