

## SterlingRisk System Access Request – New Hire

### Request & Approval Process:

Step #1: Complete this form and email it to [HR@sterlingrisk.com](mailto:HR@sterlingrisk.com)

Step #2: Once your request is fully approved, you will receive an email confirming the access to be provided for the new employee.

**\*Denotes mandatory field**

* Access Details (New Employee)		
* First Name:	* Last Name:	* System Access Effective Date (yyyy/mm/dd):

Setup and Access	
	<ul style="list-style-type: none"><li><input type="checkbox"/> EPIC</li><li><input type="checkbox"/> Salesforce / SureCLAIMS / Tagger / SafetyNet</li><li><input type="checkbox"/> Carrier Log In's – Please refer to STRIVE and indicate if there is a new carrier not listed</li><li><input type="checkbox"/> Concur</li><li><input type="checkbox"/> CSR-24</li><li><input type="checkbox"/> Agency Navigator</li><li><input type="checkbox"/> Proposal System</li><li><input type="checkbox"/> Homeowners System</li><li><input type="checkbox"/> Crepe System</li><li><input type="checkbox"/> Van Wagner System</li><li><input type="checkbox"/> PolicyFly</li><li><input type="checkbox"/> inContact</li><li><input type="checkbox"/> Aviation Certificate System</li><li><input type="checkbox"/> Zywave</li><li><input type="checkbox"/> Other _____</li></ul>
Access Level – Prior to the 90-Day Introductory Period	<ul style="list-style-type: none"><li><input type="checkbox"/> Access for Mobile device email</li><li><input type="checkbox"/> Access for Remote desktop</li><li><input type="checkbox"/> Additional hours – Building access</li></ul>
* Business Reason for early access:	