



**Allow a minimum of 3 business days (excluding Saturdays & Sundays) for all requests to be processed*

(*) **IT Services – Termination Notice for Merion Accounting:** If a Community Manager, HR employee, or senior leadership team member is being terminated, please cancel their company credit card on their termination date, unless requested to do otherwise by the departing employee's manager.

Employee's Name (First, Last, MI): Job Title: Manager's Name:

(Must include MI)

Note to Requestor: Authorization by HR, Regional VP/Manager, or CEO Required.

SECTION III – CHANGE REQUEST/USER LEVEL OF ACCESS CHANGES

ALL FIELDS MUST BE COMPLETED.

***Approval by a District Manager/Regional VP is required.**

A) Grant the user access to the following program(s):

- | | |
|---|---|
| ☐ Approval Manager | ☐ Rent Recovery (collections) |
| ☐ Jostle | ☐ SmartRent (was Sight Plan) |
| ☐ Lease Lock | ☐ Apartment IQ |
| ☐ REBA Rent | ☐ Other: <input type="text"/> |
| ☐ Real Page (Ops-Tech, Lease Protect) | |

☐ YARDI ONE:

- ☐ CRM Flex
☐ Voyager 7S
☐ Rent Café Site Manager
☐ Client Central

B) What is the level of access change that you are requesting for this user? Add the following level of access:

- | | |
|--|---|
| ☐ Assistant Community Manager | ☐ Leasing Manager |
| ☐ Community Manager | ☐ Maintenance Supervisor |
| ☐ Leasing Associate/Resident Concierge | ☐ Other: <input type="text"/> |

C) What is the duration of this change?

Suspend the employee's additional level of access on this date:

D) For which site(s) is this additional level of access needed?

List the name(s) of the work site(s) that needs to be added to the user's set-up:

PHONE REQUEST:

To request a phone extension assignment for the user, please contact Merion IT at merionhelpdesk@merionresidential.com or (610) 896-3049.
(Must be submitted by a manager or member of the senior management team.)

ADDITIONAL NOTES FOR IT:

Requestor/Manager:

Date:

Senior Leadership Approval:

Date:

SUBMIT THIS FORM TO: EMPLOYEEACCESS@MERIONRESIDENTIAL.COM

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PRINT FORM



SAVE FORM