

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
- Jostle
- Lease Lock
- REBA Rent
- Ops-Tech
- Rent Recovery (collections)
- SmartRent (was Sight Plan)
- Apartment IQ
- Other:

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
- Community Manager
- Leasing Associate/Resident Concierge
- Leasing Manager
- Maintenance Supervisor
- Other:

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

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

