



www.Loyal.net/Login

APPROVE&FAX 631-422-6134



I understand that Loyal Business Machines owns and maintains data regarding certain office equipment at my location. I request internet access to that data for representatives of my company, using our account number and the passwords listed below. I understand that different passwords will have access to specific data, depending on each password's "Authorize" or "Hide" indications below. I understand that a check to 'Authorize' the "Service Call" feature enables and authorizes my representative using this password to request service calls on existing equipment. I understand that a check to 'Authorize' the "Sales Orders" feature enables and authorizes my representative using this password to order items for shipment to my existing location. I understand that it is my company's responsibility to inform Loyal in writing if we want any deletions, additions, or changes to our requested passwords or permissions.

Person's Name (optional)	Password (case-sensitive; letters and numbers only)	Manager Initial	Check to "Authorize" or "Hide" each website function for each requested password. <small>Home office ('bill to') accounts can view info for 'child' locations.</small>					Customer Note	Loyal Use					
1			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
2			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
3			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
4			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
5			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
6			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		
7			Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Equip- ment	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Sales Orders	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Service Calls	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Meters	Authorize [<input type="checkbox"/> Hide [<input type="checkbox"/>	Account History		

If more than seven passwords are required, please submit additional sheets with your approvals.

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Use this Contact when requesting meter readings for all location equipment (one contact per item of equip.):
 First Name and Last Name Email address Phone (with extension) Fax

Use this Contact as "Decision Maker" regarding all location equipment (one contact per item of equipment):
 First Name and Last Name Email address Phone (with extension) Fax

Customer Location Acct Number (see any invoice) Customer Account Name

Customer's Location Manager Approval
 Manager Approval

(Officer, Director, or repeat Manager's Authorized Signature)
 Customer's Authorized Signature