

AUTHORIZED USER FORM

Company Information

Company:

Authorizing
Administrator:

Email:

Phone:

New Authorized User Information

Name:

Email:

Phone:

User Permissions

User Roles and Responsibilities (Check Only One):

- Administrator
- Administrator 2
- Technical
- Badge Access Only
- Billing Contact

Please check as applicable:

- Do you want to receive notifications? Yes No
- Do you want portal access? Yes No
- Do you permit new user
to obtain a permanent Badge? Yes No

STACK Infrastructure Facilities

Please check the facility for permanent badge access:

- Atlanta (ATL01) 3200 Webb Bridge Road, Alpharetta, GA 30005
- Chicago (CHI02) 1301 Touhy Avenue, Elk Grove Village, IL 60007
- Dallas/Ft. Worth (DFW01) 6653 Pinecrest Drive, Plano, TX 75024
- Dallas/Ft. Worth (DFW02) 6715 Pinecrest Drive, Plano, TX 75024
- New Albany (NAL01) 7300 Souder Road, New Albany, OH 43054
- Northern Virginia (NVA01) 22080 Pacific Blvd, Sterling, VA 20166
- Northern Virginia (NVA03) 9740 Hornbaker Road, Manassas, VA 20109
- Portland (POR02) 8135 NE Evergreen Pkwy, Hillsboro, OR 97124
- Portland (POR03) 4735 NE Starr Blvd, Hillsboro, OR 97124
- Silicon Valley (SVY01) 2001 Fortune Drive, San Jose, CA 95131
- Silicon Valley (SVY02) 2001 Fortune Drive, San Jose, CA 95131
- Toronto (TOR01) 3650 Danforth Ave, Toronto ON M1N 2E8

User Roles and Responsibilities

Administrator – An Administrator has full administrative access on the account. An Administrator may add or remove services, request work orders, request changes, add/remove users and authorize physical access for themselves or others. Administrators may or may not require physical access to the facility.

Administrator 2 – The Administrator 2 role will have the same authority as the Administrator but cannot remove or add an Administrator. The Administrator can also limit the permissions and access of an Administrator 2.

Billing – Billing contact receives copies of invoices. Billing contact may request billing information or request billing changes on the account.

Technical – The authorized technical user may permit temporary visitor access via email/portal and request technical work or remote hands service related to the account. This user is permitted to sign for and take possession of deliveries. The technical authorized user may or may not require physical access to the facility.

Permanent Badge Access – Any authorized users that require physical access to the facility must complete the badge access form signed by an active Administrator. All permanent badge holders are permitted to escort visitors.

Authorizer Signature:

Date:

**** Form is not valid unless signed by an Administrator, Administrator 2, or the contract signer****