



# RS Web Access Form

RS-Web, a Web access tool, allows you to access your records inventory stored at our Records Centers. With RS-Web, you can order services, check the status of your orders, and update the information associated with your stored items.

***This form must be completed to allow us to set you up as a RS-Web user. If you do not have a current Authorization Form on file with our Records Center, you will be required to complete one. Please allow 2 weeks for processing.***

**All fields must be completed to be accepted.**

Date \_\_\_\_\_ Client Number \_\_\_\_\_ Department (if applicable) \_\_\_\_\_  
(if known, if not, Records Center will complete) (8 character format)

Employee Name (please print) \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City ST Zip \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

Email Address \_\_\_\_\_

Authorizing Agent Signature \_\_\_\_\_

**Security Privileges: Must be completed to be valid. Check only one.**

- Web User Administrator: Allows user to manage access rights of other users. (requires training by UV&S IT staff)
- Web Full: Allows user full access to do everything.
- Web Order: Allows user to request deliveries, pickups, other services, check order status and view items.
- Web Add Edit: Allows user to view, add and/or edit items.
- Web Edit: Allows user to view and edit items.
- Web Viewer: Allows user to view items and order reports.

This information to be completed by UV&S only:

User Id

Password ID

***Above is your user ID and password for accessing your inventory via RS Web. This should be kept confidential as anyone with this user ID and password can access your inventory anywhere in the world.***

**Disclaimer**

The above named company understands that Underground Vaults & Storage, Inc. can not be held responsible for any changes/edits made to their inventory by RS Web users. The company also understands that additional time may be required to find an item that has been altered by an RS Web user.

**We can not accept emergency requests through RS Web.**