

# VIPSD Password Super User Access



Date: \_\_\_\_\_

Due to the nature of the VIPSD password function, we need to take the necessary precautions to protect both parties. The VIPSD password gives the Super User full access to a specific company for as long as the user is logged in with the password.

This document will be valid from signature date until 28 February 2020. Super User authorisation will be reviewed once a year and a new document must be signed.

If any other user besides the Super User requests the VIPSD password, the Super User will first have to complete and sign a standard VIPSD reply letter, before the Support Desk can provide the password.

Authorisation:

This document is to confirm that I, \_\_\_\_\_ (Super User Name) will be the Super User for \_\_\_\_\_ (Site Code) from \_\_\_\_\_ (Date).

By signing this document, I take full responsibility:

- For the use of the VIPSD password. A request must be sent to verify the request.
- To complete a Standard Reply Letter for any other user.
- To arrange a stand in Super User when on leave or unavailable.
- To notify the Support Desk if there is a change in Super User.
- To exit the VIP System once the necessary changes have been made.
- Changes to Access Control must be made by the Super User. If a new user must be added or changes should be made to existing users, it should be done by the Super User. VIPSD is not required.

Name & Surname

Signature

Super User: \_\_\_\_\_

Super User Reporting to: \_\_\_\_\_

Financial Manager/Director: \_\_\_\_\_

Company Name: \_\_\_\_\_

Site Code: \_\_\_\_\_

Contact No: \_\_\_\_\_