

Section 1. Purpose of this Action

- Create New Tenant Account? (Please proceed to sections 2 & 3)
- Create New DCAS Staff Account? (Please proceed to sections 2-4)
- Reactivate Account? (Please proceed to section 2 & 3 and fill in the name and role name only)
- Deactivate Account? (Please proceed to section 2 & 3 and fill in the name and role name only)
- Make a Change to an Account? (Please fill in whichever fields need to be changed in sections 2-4)

Section 2. Personal Information

Full Name: _____
Last *First* *M.I.*

Phone - Work: _____ **Phone - Mobile:** _____

Email Address _____

Job Title: _____

Agency: _____ **Department:** _____

Location _____
Building *Floor* *Room*

Section 3. Account Information

Role Name: _____

Craftsperson Record Needed? Yes No (If Yes, please proceed to section 4)

Section 4. Craftsperson Record Information

Craftsperson Name: _____ **Work Team Code(s):** _____

Is Supervisor? _____ **Can Have Work Assigned? (Y/N)** _____

Primary Trade: _____ **Hourly Rate:** \$ _____

Overtime Rate: \$ _____ **Doubletime Rate:** \$ _____