JPAY USER RIGHTS CHANGE REQUEST

Today's Date: Click here to enter a date.
Effective Date: Click here to enter a date.

ACTION TYPE: ☐ New User Account ☐ Delete User Account ☐ Change User Account

Employee Information

Employee Name: Click here to enter text.	
Email address: Click here to enter text.	**Facility/Site:** Choose an item.
Phone Number: Click here to enter text.	**Job Title:** Click here to enter text.
Copy user rights of this employee: Click here to enter text.	

User Rights

☐ **E-MAIL:**	☐ Home facility only	☐ State-wide
☐ Read ☐ Print ☐ Approve/Deny		
☐ **VIDEO VISITS:**	☐ Home facility only	☐ State-wide
☐ View live ☐ View archived ☐ Export/Save	☐ Terminate visit session ☐ Cancel scheduled visit	☐ View scheduled visits ☐ Print visit schedule
☐ **VIDEOGRAMS:**	☐ Home facility only	☐ State-wide
☐ View ☐ Approve/deny ☐ Export/Save		
☐ **MONEY TRANSACTIONS:**	☐ Home facility only	☐ State-wide
☐ **INVESTIGATOR LEVEL ACCESS (OSI ONLY)**		

SUPERVISOR REVIEW:	☐ **Approve**	☐ **Deny**
Supervisor Name: Click here to enter text.		**Date:** Click here to enter a date.

DOC KIOSK MANAGER REVIEW:	☐ **Approve**	☐ **Deny**
Signature		
Name: Click here to enter text.		**Date:** Click here to enter a date.

SAMPLE