

-CONFIDENTIAL- PHDIRECT USER FORM

User ID (office use only)

In order for you to use the PHDirect system, we need to know your details, and your choice of Password.

Please fill in the boxes below:

Full Name	
Company	
Branch	
Telephone	

Please choose a Password that you will easily remember.

**BY LAW THIS PASSWORD MUST BE KEPT PRIVATE & CONFIDENTIAL.
IF YOU SUSPECT THAT ANYONE KNOWS YOUR PASSWORD, PLEASE CONTACT INSURASOFT IMMEDIATELY.**

Passwords should be:

- Short • Memorable • Difficult for others to guess
- (We recommend 4 or more characters, including one or more numbers. 71UP, 4XX4 and MZ9T are examples of valid Passwords).

Password	
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Now, please fax this form on 0207 446 7651 to JMI's IT Department for processing.
Thank you.

Please use the boxes below to include a list of staff that no longer use the PHDirect system:

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IT DEPARTMENT USE:

Company Number		Entered on System	
Security Level (if >0)		Paperwork Updated	
Top Menu (If # MAIN)		User Advised	
Pick User ID		IT Dept Initials	
Accounts Used			