Logo, company name

Description automatically generatedApplication for New Portal User or Cancelled User

Trust Access

# Application for New Portal User or Cancelled User Trust Access

|  |  |
| --- | --- |
| Name of new user: |  |
| Name of cancelled user: |  |
| End date of cancelled user: |  |
| Trust name: |  |
| Trust customer number: |  |
| Employee number: |  |
| National insurance number: |  |
| Job title: |  |
| Email address:  (This email address must not be used by anyone other than the portal user and must be a work email address) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Portal Access:  Please tick access required. If the user has permissions to view all, modify all and authorise Payroll, please tick the ‘Full Permissions’ box. Otherwise, please tick the individual options. | | | | | | | | | |
| View HR | Modify HR | View Payroll | Modify Payroll | View Absence | Modify Absence | View Survey | Modify Survey | Authorise Payroll | Full Permissions |
|  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
| Reports Access: | Yes | No |
| Please confirm whether this employee should be given access to the MAT Reports on the portal: |  |  |

I confirm that I have read and accept the Terms and Conditions of Use of the EPM portal:

|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Signature: |  |
| Date: |  |
| Authorised on Behalf of the Trust: |  |
| Authorisation Signature: |  |

Please send your completed form to [portalteam@epm.co.uk](mailto:portalteam@epm.co.uk) processing and confirmation.