

Effective Date: December 1, 2005

Procedures for Consolidated Encore/Edge/Pub Portal Form

1. Client users fill out Publisher Data On-Line Access Authorization Form and return, via fax, to Bruce Thompson in Princeton.
2. Bruce Thompson will verify that the user and authorization is appropriate and add the publisher code(s) to the form. He would then forward a copy of the form to Denise Esberg (by hand) and the cmghelpdesk (by fax).
3. Upon receipt of the form, the cmghelpdesk/SAG will set up access and email Denise Esberg the usernames, passwords and testids. This form will be retained in Charlotte for audit purposes.
4. Denise Esberg will validate the access and notify users of their usernames and passwords, via email.