



Application to Establish Industry User Administrator Role

Ministry
of Forests



FILE: 6450-20/HBS

The purpose of this application is to name the individual who will be responsible for managing all the Harvest Billing System (HBS) roles for a client of the Ministry of Forests (the Company).

This role is called the Industry User Administrator (IUA), and the individual assigned the IUA role will be empowered to establish all the other HBS roles for the Company.

The individual assigned IUA role should be both a senior employee of the Company and capable of managing the technical requirements of HBS user accounts on behalf of the Company: adding and deleting individuals and roles, including any additions or changes to the IUA role itself.

Once this application is received by the Ministry of Forests, a copy will be mailed or faxed to the Company using the information stored in our Client database to confirm that the application is authorized.

NAME OF COMPANY:

ADDRESS:

CLIENT NUMBER AND LOCATION CODE:

NAME OF COMPANY'S DESIGNATED IUA:

EMAIL ADDRESS:

APPLICANT'S NAME:

APPLICANT'S POSITION:

APPLICANT'S SIGNATURE:

MAIL TO: HBS HELP DESK
REVENUE BRANCH
MINISTRY OF FORESTS
PO BOX 9511 STN PROV GOVT
VICTORIA BC V8W 9C2

FAX TO: HBS HELP DESK
250 - 387-9738

MOF USE ONLY

REGISTRATION KEY: