UV&S

RSWeb Access Form

RSWeb allows you to access your records inventory stored at our Records Centers. With RSWeb, you can order services, check the status of your orders, and update the information associated with your stored items. **Internet Explorer must be used for this web interface.**

This form must be completed to allow us to set you up as a RSWeb user. If you do not have a current Authorization Form on file with our Records Center, you will be required to complete one. Please allow 2 weeks for processing.

All fields must be completed to be accepted.

Select the UV&S site this access applies to. If applies to multiple UV&S sites, select all that apply:

☐ **Kansas City**   ☐ **Louisville**   ☐ **Manhattan**   ☐ **Oklahoma City**
☐ **Topeka**   ☐ **Wichita**   ☐ **Hutchinson**

Date _____   Client Number _____   Department (if applicable) _____
                         (if known, if not, Records Center will complete)   (8 character format)

Employee Name (please print) _____

Company _____

Mailing Address _____

City ST Zip _____

Phone # _____   FAX # _____

Email Address _____

Authorizing Agent Signature _____

Security Privileges: Must be completed to be valid. Check only one.

☐ Web Full: Allows user full access to do everything below.

☐ Web Order: Allows user to request deliveries, pickups, other services, check order status and view items.

☐ Web Add Edit: Allows user to view, add and/or edit items.

☐ Web Edit: Allows user to view and edit items.

☐ Web Viewer: Allows user to view items and order reports.

This information to be completed by UV&S only: (Enter password in all lower case letters)

User Id [   ]   Password ID [   ]

Above is your user ID and password for accessing your inventory via RSWeb. This should be kept confidential as anyone with this user ID and password can access your inventory anywhere on the internet.

Disclaimer
The above named company understands that UV&S can not be held responsible for any changes/edits made to their inventory by RSWeb users. The company also understands that additional time may be required to find an item that has been altered by an RSWeb user.

We can not accept emergency requests through RSWeb.