



# UV&S Web Access Form

OneilOrder allows you to access your records inventory stored at our Records Centers. With OneilOrder you can order services, check the status of your orders, and update the information associated with your stored items.

***This form must be completed to allow us to set you up as a OneilOrder user. All OneilOrder users will have full access to Add, Edit, and Order your inventory. If you do not have a current Authorization Form on file with our Records Center, you will be required to complete one prior to submitting this form. Please allow 3 – 5 business days for processing.***

**Please complete all applicable fields.**

Date \_\_\_\_\_ Client Number \_\_\_\_\_ Department (if applicable) \_\_\_\_\_  
(if not know, Records Center will complete) (8 character format)

Employee Name (Please print) \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Ext # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Authorizing Agent Signature \_\_\_\_\_

*(Signature must be a handwritten signature unless an e-Signature Software Consent form is on file with UV&S)*

Per UV&S procedure, coded forms will be returned to user via e-mail. If your company requires that the email be encrypted, please check here

This information to be completed by UV&S only:

(Enter password in all lower case letters)

User Name

Password

***Above is your user name and password for accessing your inventory via OneilOrder. This should be kept confidential as anyone with this user name and password can access your inventory.***

To access the website, please go to <https://records.uvsinc.com/oneilOrder/> Choose your records center from the drop-down menu. If you have any issues, please contact your records center.

**Disclaimer**

The above named company understands that UV&S cannot be held responsible for any changes/edits made to their inventory by OneilOrder users. The company also understands that additional time may be required to find an item that has been altered by an OneilOrder user. UV&S can accept email/OneilOrder requests for any retrieval **EXCEPT** emergency retrievals. If you require an Emergency Request, please call your records center.