



# NiG - Customer Portal Access Request

## Customer Portal Access Request

1. Fill in then fax or emails the form to allow us to process your Customer Portal request.
  - This person must be your primary support contact; if it is not then this form will not be processed.
2. This will then be approved by the service manager, this is another way we are protecting your data.
3. You will then receive a welcome email with your access details.

### **CUSTOMER DETAILS**

Client Number (If known): .....

Your Name (company of individual): .....

Registered Office & Address: .....

Phone: ..... Fax: .....

Primary Support Contact Name: .....

Office Phone: ..... Mobile: .....

Email Address: .....

### **CUSTOMER PORTAL**

Username: (This will be the primary support contact email address)

Password: (Please choose a password with 6 to 8 characters) .....

### **SIGNED by the **Primary Support Contact** or **Managing Director****

Print Name: .....

Position: .....

Date: .....