

SES Online Ordering Additional Users Form

If you would like to add additional users to SES's secure online ordering service, please complete the form below. If you qualify, an SES representative will contact you shortly. Please note: For security reasons, it may take up to 10 business days to receive your access. **If you do not hear from us within 10 business days, please call the Customer Development Coordinator at (800) 325-0221 ext. 4126** to inquire about your access status.

Information collected via this form will only be used to confirm your SES account status and process your SES Online Ordering additional users request. For further information please read our [privacy statement](#) and [terms of use](#).

Customer Information (*all starred items required)

*SES Account # _____

*Company Name _____

Additional Authorized Users:

ALL Passwords MUST be a Minimum of 8 alphanumeric characters.

| # | Name | Title | Email | Password |
|------|-------|-------|-------|----------|
| #6) | _____ | _____ | _____ | _____ |
| #7) | _____ | _____ | _____ | _____ |
| #8) | _____ | _____ | _____ | _____ |
| #9) | _____ | _____ | _____ | _____ |
| #10) | _____ | _____ | _____ | _____ |
| #11) | _____ | _____ | _____ | _____ |
| #12) | _____ | _____ | _____ | _____ |

Confidentiality Agreement

Your access to the system is with SES's permission and all information is to be treated as "confidential." Your company assumes complete responsibility for decisions made or actions based upon the information obtained using SES Online Ordering. SES agrees to use reasonable efforts to maintain the availability of SES Online Ordering and shall have no liability for the interruption in the operation of SES Online Ordering. SES reserves the right to terminate this SES Online Ordering access and remove all or any portion of the system at any time.

Yes, I have read the Confidentiality Agreement and understand that by initialing below I am acknowledging my acceptance.

_____ *please initial* ***Form will not be processed without acknowledgement of ALL required fields.**

I _____ **acknowledge that it is my sole responsibility as principal of**
Full name
_____ **to notify SES of any changes of access privileges** in regard to my personnel.
Company Name

Owner/Officer Signature _____

Date _____

Printed Name _____

Title _____

Please fax or email back to 877-683-7404 or ecomm@sesonline.com

| | | | | | | |
|---------------------|--------------------|------------------|---------------------|-----------|-----------|-----------|
| U6 _____ | U7 _____ | U8 _____ | U9 _____ | U10 _____ | U11 _____ | U12 _____ |
| Branch _____ | App Group _____ | S# _____ | A/R Rep _____ | | | |
| Approval Date _____ | Added to HIP _____ | Email Sent _____ | Tutorial Sent _____ | | | |

SES OFFICE USE ONLY