



Registration for Xerox Online

Please complete and **submit** this form. Submit this form with the button option at the bottom of this form. A new email message will be created with the completed form attached to it. Send your new email message, and your request will be sent to Xerox DMS for authorization. Once your request has been approved you will be set up in the system and sent an email notification with your site access credentials. You will then be able to log in to the system 24/7 with your new user profile.

* Indicates a required field

Are you a new or existing user with Xerox Online?*

If you are simply updating your existing user profile for Xerox Online, you will still need to fill out all the required fields. **If you are replacing an existing user within your department**, this could involve you adopting an existing email address from the previous person. If this is so, select the red option below for your setup with an existing email address. If you are not adopting an email address that is already set up within our system, please choose the New User option.

NEW USER

EXISTING USER

***REPLACING AN EXISTING USER**

Contact Information

First Name: *

Last Name: *

Phone:

Extension:

Fax:

Email Address: *

Address Information

Address line 1: *

Address line 2:

City: *

Province: *

Postal Code: *

Country: *

Department Information

Please select one:

UBC

UBC Department of Law

UBC Department of Medicine

UBC Partner Affiliates Program

UBC Sauder School of Business

Additional Information

Do you have a Xerox Statement of Work? yes no

If you know your Statement of Work number, please enter it to expedite your approval.

*By completing this form, I verify that I have been provided with authorization, or I have authorization, to order stationery on behalf of my department/faculty. I also understand that if I do not have my own authority to order, that the person(s) I have indicated below, providing me with purchasing authorization will also receive a notification for every order I place online.

I have purchasing/signing authority for my department/faculty

I have been provided purchasing authorization by:

Name

Title

Email Address

If the above person with purchasing authority is not available, an alternate person who can provide purchasing authority is:

Name

Title

Email Address