

*Access to APRICOT360 is restricted to provider staff who require regular access to enter data and/or review reports. Users not logging in regularly may be terminated from the system.*

**User Details**

New   
  Update   
  Terminate   
  **Reinstate**   
 Effective Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Last Name: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Agency: \_\_\_\_\_

**Please note the following:**

- Once the new account has been setup, an email will be generated and sent directly to the user, prompting for a password update. **All new user and reset invitations will only be valid for thirty (30) minutes.**
- Established users have the ability to manually reset account credentials by clicking on "Forgot Password" from the main Login page.
- User logins are reviewed on a monthly basis and users who have not logged in for three months or longer will be terminated from the system.
- Please contact JWB Provider Software Support at [provider-support@jwbpinellas.org](mailto:provider-support@jwbpinellas.org) for login assistance. All inquiries will be addressed within two (2) business days.

**Programs Requested**

**Full Program Name:**


\*Authorized  
 By: \_\_\_\_\_

Type Name
Title
Phone #

***\*This form must be submitted with all fields typed to confirm setup accuracy. Signature is not required, but "Authorized By" must be designated.  
 \*All Forms must be emailed by a Supervisor to the program assigned JWB Senior Program Consultant.***

**JWB Information Technology USE ONLY**

Apricot360 Access:     Added     Removed

Scanned to LaserFiche:     Complete

IT Signature and Date: \_\_\_\_\_