



Flex Agency User Access Request Form

Access Type: ☐ Fiscal Module ☐ Participant Module ☐ General access - complete forms
☐ Methodology ☐ Terminate access

Name: _____

Title: _____

Agency: _____

Program: _____

Telephone: _____

Email: _____

The JWB Flex System is a secure platform that allows authorized external users access to their JWB Funded Agency/ Program. External users are expected to follow the below external user policy when using the JWB Flex System:

- External users must only access the JWB Flex System as it relates to their job function.
- External users must not share their login credentials or access link with anyone else. Doing so will result in immediate suspension of the user account.
- External users must comply with the JWB data protection and confidentiality policies.
- External users must report any security incidents or breaches to the JWB IT support team immediately at flex@jwbpinellas.org.

By submitting the access request form, external users acknowledge that they have read and agreed to the external user policy and that they are responsible for their actions within the JWB Flex System.

Please return this completed form to your Agency Administrator.

Flex User Signature

Date

Agency Administrator Use Only

Flex Security Group: ☐ Added ☐ Removed ☐ Update

Email User: ☐

Terminate Access: ☐ Date: _____

Saved to File for JWB Site ☐

Visit: _____

Signature and Date: _____