![RIhousing logo - Invest. Build. Believe.]

PROCOREM USER AUTHORIZATION FORM

Each user must complete Sections I, II, and III. In addition, Asset Management and/or Compliance users must complete Section IV; Underwriting and/or Design & Construction users must complete Section V. Users must be authorized by an approver in Section VI.

Submit the completed form to your Asset Manager or Development Officer. Deactivation requests must be received within two (2) business days of an employee's termination or change in job function. Recertification will be required annually. **Users may not authorize themselves.**

I. Type of Request
Select the certification type for this user.

☐ Activate User   ☐ Recertify User   ☐ Deactivate User

II. Environment
Indicate the work center environment(s) for this user.

EXISTING PROPERTIES: ☐ Asset Management   ☐ Compliance

NEW DEVELOPMENTS OR REFINANCE: ☐ Underwriting   ☐ Design & Construction

III. User

Effective Date: _____

Authorized User (Employee Name): _____

Authorized User's Title: _____

Authorized User's E-mail Address: _____

IV. Management

Management Company: _____

Management Company Address: _____

Management Company City, State, Zip: _____

Properties User is responsible for: _____

_____

_____

_____

_____

_____

_____

_____

V. Development

Agency Name:	
Agency Address:	
Agency City, State, Zip:	
Developments User is responsible for:	

VI. User Approval

By signing below, the undersigned certifies that the person listed above is authorized to access Procorem on behalf of the owner/agent of the organization named above, and that all information provided herein is true and correct.

Authorized Approver Name:	
Authorized Approver Title:	
Date:	
Authorized Approver Signature:	

VII. Procorem System Access Approval

RIHousing Approval:	
Date:	

RIHousing reserves the right to deny user access to any requested Procorem workcenters for reasons including but not limited to the following:

- The workcenter requested does not exist.
- The user submitted a self-authorized form.
- The user's job functions are inappropriate for the requested workcenter environments.