

NEW USER AGREEMENT

New User Account

.....
New User's first and last name

.....
New User's Email

.....
Church (or Conference for Conference Admin)

.....
Position

Access Type (please tick one)

☐ Create and/or edit entries

☐ Read Only

Agreement

It is an essential requirement that all new users read and agree to the **ACMS Privacy Policy** and **ACMS Terms of Use**, prior to ACMS system access, and that they understand their legal obligations in regard to the use of the data.

☐ I have read, understand and agree to the ACMS Terms of Use and the ACMS Privacy Policy. (Tick the box)

I will not disclose my password to anyone. If I am aware that my password is being used by anyone else for any reason, I will notify the authorised person at the Conference Office and request an immediate password change.

I will not give out information from the membership database to unauthorised persons. I understand that if I disclose my password to anyone or give out unauthorised data, my right to use ACMS may be immediately discontinued.

.....
User Signature

.....
Date

Authorisation

I, the Church Pastor/Conference ACMS Administrator, authorise the person named above to have the access specified to ACMS for the:

..... Seventh-day Adventist Church
Local Church Name (or Conference for Conference Admin)

.....
Authorising Name

.....
Authorising Signature

.....
Date

Please forward a copy of this form to you Local Conference to activate the new user account and keep a copy for your records.

OFFICE USE: CONFERENCE ENDORSMENT

Name.....

Signature.....

Date:.....