Sun Health®

NetSuite Add/Delete User Request Form

Instructions: NetSuite Employee Center access is given to those who is responsible for approving purchase orders and bills, and responsible for department budget. If you have someone in your department that has the above responsibilities and need access to NetSuite, or someone need to be removed from NetSuite access, please fill out the information below. Once completed, please send your form to ITServiceDesk@sunhealth.org for processing.

Check One: Add or Delete user: ☐ Add ☐ Delete

First and Last Name:_____Job Title:_____

User E-mail:_____

Supervisor Name (Secondary Approver of POs and Bills):_____

Subsidiary:_____Department:_____

ROLE Access Required:

☐ Employee Center (User Subsidiary) – Access to only user subsidiary
☐ Employee Center (All Subsidiaries) – Access to all subsidiaries
☐ Existing user account that this new account should be copied for identical permissions, company access, etc.:

Required date of activation / deletion: _____

Print Department Approver Name:_____

Department Approver Title:_____

Signature:_____Date:_____

Finance Approval for Adding New User: _____*Date:*_____

NetSuite Administrator to Complete Below:

Access Added / Deleted by:_____Date Added / Inactivated:_____

☐ When adding user access in NetSuite, please attach the completed form to the user profile in NetSuite under Communication > Files.