**Washington State** Department of Transportation

Department of Transportation	New Company Administration Request - Contractor/ Partner User						
General							
Admin Request Type*		Contra	act / Wo	rk Order No.*			
New Partner Company / New User							
Partner User (New / Modify)		Contra	act / Wo	t / Work Order Title*			
New Contractor / Partner Company Det	ails	<u> </u>					
Company Name*					Phone		
Address*	City*				State*	Zip Code*	
User Request Detail (1)							
Request Type*			Status			-	
New Partner User				Active	On-He	old Inactive	
Modify Partner User	l			Unifier User* (Needed for Modify / Deactivate User)			
Deactivate User							
User Detail (1)							
First Name*	Last Name*					User Initials With Middle*	
Job Title	_					L	
Email*				Work Phone		Cell Phone	
User Request Detail (2)							
Request Type*			Status				
New Partner User	ser			Active On-Hold Inactive			
Modify Partner User			Unifier User* (Needed for Modify / Deactivate User)				
Deactivate User							
User Detail (2)							
First Name*	Last N	ame*				User Initials With Middle*	
Job Title						<u></u>	
Email*				Work Phone		Cell Phone	
User Request Detail (3)							
Request Type*			Status				
New Partner User				Active	On-He	old Inactive	
Modify Partner User			Unifier	User* (Needeo	d for Modify / D	eactivate User)	
Deactivate User							
User Detail (3)							
First Name*	Last N	ame*				User Initials With Middle*	
Job Title	1				· · · · · · · · · · · · · · · · · · ·	L	
Email*				Work Phone		Cell Phone	

\* Required Field