



Client			
Document (*1)			
USER	LOGIN NAME	LOGIN PASSWORD (*3)	EMAIL ADDRESS (*4)
Account Admin (*2)			
User 1			
User 2			
User 3			
User 4			
User 5			
User 6			
User 7			
User 8			
User 9			
User 10			

Notes:	*1 – Document ID will be supplied when you contact your BC Labs client services representative.
	*2 – The Account administrator is the authorized contact person when new users are added or when user accounts are modified.
	*3 – Passwords must be between 7 to 20 characters. All passwords will be reviewed by BC Laboratories, inc. LIMS manager for appropriateness. Each user must have a different password.
	*4 – An email address must exist for the account administrator.

Please fill out your information then print and fax it to Tina Green at (661) 327-1918