



# XIFIN iNet Client Portal Access Approval

Please emailed completed form to: [database@ael.com](mailto:database@ael.com)

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

CSA/Rep Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Portal Administrator: \_\_\_\_\_  
First Last

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Title of Administrator in the office

Additional Users (list first and last name)

1. \_\_\_\_\_  
First Last

Email Address: \_\_\_\_\_

**(Circle access option requested)**

Client Invoices: No Access Read Only Update

Price Inquiry: No Access Read Only

Docs: No Access Read Only Update

Billing Errors: No Access Update

Quick Pay: No Access Read Only Update

User Admin: No Access Read Only Update

2. \_\_\_\_\_  
First Last

Email Address: \_\_\_\_\_

**(Circle access option requested)**

Client Invoices: No Access Read Only Update

Price Inquiry: No Access Read Only

Docs: No Access Read Only Update

Billing Errors: No Access Update

Quick Pay: No Access Read Only Update

User Admin: No Access Read Only Update

I \_\_\_\_\_ authorize the users listed above to have access to the XIFIN iNet Client Portal for my account.

Authorized by: \_\_\_\_\_  
First Last

Signature: \_\_\_\_\_ Date: \_\_\_\_\_