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## Request for User Access

To set up user IDs for agents or employees of your firm and enable them to access client information, trading, and online forms, please provide the information below. Provide a copy of valid Driver's License or Passport.

User: First name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone (if different from Advisory firm number) \_\_\_\_\_

E-mail address \_\_\_\_\_

4-digit PIN number or last 4 digits of Social Security number \_\_\_\_\_

**Include a copy of valid Driver's License or Passport of the person to be granted access.**

Services Requested:  SSG Forms & Utilities  Netx360

Type of access requested for this user:  Trading & Administrative  
 Administrative Services (No trading)  
 View only

Advisory Firm Name \_\_\_\_\_

SSG Advisor ID # \_\_\_\_\_ SSG Master Account # \_\_\_\_\_

Firm Telephone. # \_\_\_\_\_

**Agreement.** Advisor agrees that any instructions provided by the user named herein are authorized by the Advisor and its clients and are fully binding on the Advisor, its clients, its successors and assigns. Advisor accepts full responsibility for the supervision and monitoring of its users. Advisor agrees to indemnify and hold harmless Shareholders Service Group, its agents, officers, directors and employees for the services provided and for accepting any orders or instructions from its users, agents or employees. Advisor represents that it has adopted and implemented procedures to safeguard client information, data and records, that are reasonably designed to: (a) ensure the security and confidentiality of client records and information; (b) protect against threats or hazards to the security or integrity of client records and information; (c) protect against unauthorized access to or use of client records or information that could result in harm or inconvenience to any client; (d) protect against unauthorized disclosure of non-public personal information to unaffiliated third parties; and (e) otherwise ensure compliance with any other federal and state privacy laws or regulations that may be applicable to the access, transfer or storage of client data and information.

\_\_\_\_\_  
*Advisory Firm Authorized Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

-This section for SSG use only- OFAC \_\_\_\_\_ CRR3 \_\_\_\_\_ VERIN Mode/Date \_\_\_\_\_