

		<b>Document Name</b> <i>Authorisation Form</i>		
		<b>Document Number</b> <i>CE-FOR-002-ENG</i>		<b>Document Type</b> <i>Form</i>
<b>Release Date</b> <i>2022-11-07</i>	<b>Version</b> <i>6.0</i>	<b>Location</b> <i>Nordics</i>	<b>Owner Department</b> <i>Customer Experience</i>	<b>Security Level</b> <i>Iron Mountain INTERNAL</i>

<b>Account name</b>	<b>Account number</b>	<b>Sub account(s)</b>
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Access functions by clearance levels								
Clearance level	Check order status	View inventory	Update inventory	Create orders	Create orders for approval by > Level 5	Authorise orders from Level 1 & 2	Authorise new users	Approve destruction
Level 1	Yes	Yes	No	No	Yes	No	No	No
Level 2	Yes	Yes	Yes	No	Yes	No	No	No
Level 3	Yes	Yes	No	Yes	-	No	No	No
Level 4	Yes	Yes	Yes	Yes	-	No	No	No
Level 5	Yes	Yes	Yes	Yes	-	Yes	Yes	Yes
Level 6	Yes	Yes	Yes	Yes	-	Yes	Yes	No

Completed forms should be returned to one of the address below. Fill in the form for only one account number and eventual sub account(s). If your employee needs authorisation for more than one account, please complete a new form. Please contact Customer Service should you require a modified template.

Denmark: [customerservice.denmark@ironmountain.com](mailto:customerservice.denmark@ironmountain.com)  
 Finland: [customerservice.finland@ironmountain.com](mailto:customerservice.finland@ironmountain.com)  
 Norway: [customerservice.norway@ironmountain.com](mailto:customerservice.norway@ironmountain.com)  
 Sweden: [customerservice.sweden@ironmountain.com](mailto:customerservice.sweden@ironmountain.com)

A=Add C=Change D=Delete	Last name	First name	E-mail address	Access level (1-6)	Web portal access	IOD* access	DMS* access	Authorised Signature
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* IOD = Image On Demand. \* DMS = Document Management System (MFiles, InSight, etc.)

<b>Authorised by (Printed Name)</b>	<b>Title:</b>	<b>Phone:</b>
<b>Signature &amp; Date</b>	<b>Send confirmation email to:</b>	