

# LG221 User Information

To ensure that we have enough/the correct users set up on our systems please can you provide us with details of the users of the system within your organisation. We have estimated that each organisation will only require two Users and two Authorisers. However, if you require additional members of staff to be added simply complete additional forms.

About your Organisation:

Company Name: \_\_\_\_\_

Employer Code: \_\_\_\_\_

Do you require access to the "Cash Only" forms – yes/no (delete as appropriate)

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**User 1:**

This is the primary user of the system who will input LG221 data but NOT authorise the data provided.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**User 2:**

This is the secondary user of the system who will input LG221 data but NOT authorise the data provided. This is predominantly for use in the absence of User 1 and may not be applicable/suitable for your organisation.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**Authoriser 1:**

This individual will check and authorise LG221 data submitted by either User 1 or User 2.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Authoriser 2:**

This individual will check and authorise LG221 data submitted by either User 1 or User 2 in the absence of "Authoriser 1". This user may not be applicable for your organisation.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_