



## Application for Access to Epic

### Application Instructions

*This application begins the request process for access to Epic software and related information for the purpose of supporting an Epic customer.*

*In order for your application to be processed in a timely manner, please complete and return to [usersupport@epic.com](mailto:usersupport@epic.com).*

*For additional questions, please email us or contact the Consultant Relations team at 608-271-9000.*

### Firm Contact Information

**Legal Name of Party Seeking Access** *(Include Inc., LLC, Corp., etc.; if you are an independent consultant, please list your full legal name.)*

**Website**

**Principal Business Address** *(If you are an independent consultant, please list your primary mailing address. Please spell out state.)*

*Please provide the contact information for an authorized executive at your company to serve as the corporate contact.*

*Should Epic approve your request for access, this individual will receive the drafted agreement for signature.*

*If they are not the appropriate signatory, they may forward to the appropriate person at that organization.*

**Corporate Contact Name**

**Corporate Contact Title**

**Corporate Contact Phone**

**Corporate Contact Email**

### Applicant Contact Information

*Please provide your name and contact information. We will contact you with any questions about the submitted application.*

**Applicant Name**

**Applicant Title**

**Applicant Phone**

**Applicant Email**

## Overview

Describe the services that your company provides

Describe any software products that your company develops, licenses, or resells

Number of employees

List the countries where your company has operations

## Epic Customer Information

Epic Customer your company will be supporting

Customer Contact Name

Customer Contact Title

Customer Contact Phone

Customer Contact Email

## Subcontracting Information

*Please check one of the boxes. Contractors and Subcontractors must submit separate access requests. Independent consultants working through a different firm are considered Subcontractors. Contractors must list independent consultants in the first table below. Independent consultants should list the Contractor they are working through in the second table below.*

*NOTE: The Contractor is the company that has the contract directly with the Epic customer.*

**We are contracted directly with the Epic customer for these services**

**We will use the following Subcontractor(s) to provide the services (complete table below)**

Subcontractor Company	Services Being Subcontracted

**We will provide services as a Subcontractor to the Contractor below (complete table below)**

Contractor Company	Services Being Subcontracted

## Project Information

**Describe the services your company will be providing related to the Epic project**

**Number of your employees on this project**

**By what approximate date does your company need access to Epic to perform the services?**

**In what countries will your firm access Epic? Name the subsidiary providing services if offshore.**

## Epic Access Requested

**Instructions:**

- Use the table below to define roles your company will fill on this project and the corresponding access requested for each role.
- The "Reference Information" section should be used as a guide for filling out the table. Text from the drop down lists corresponding to your Epic project should be copied into the table.
- The "Example Roles" drop down is not an inclusive list. For roles not seen in the list, use the "other" designation in the table and include a description of the role.
- The "Epic Access Requested" and "Access Levels" drop down lists are all inclusive. Use only these values to populate the table.
- An excess of rows has been provided for companies filling a large number of roles. Most companies will only need to complete the first few rows of the table.

**Reference Information:**

**Example Roles**

**Epic Access Requested**

**Access Levels**

--	--	--

### Epic Project Roles Being Staffed

**Role**

*Please aggregate similar roles into a single line. For example, you do not need two individual lines for one Cadence and one OpTime analyst. Rather, combine those into one Role = Application Analyst*

**Epic Access Requested**

*List all of the requested application access for the role by copying application names from the "Epic Access Requested" drop down list above. Use commas to separate the applications in your list.*

**Access Level**

*Indicate the level of access needed for the role by copying an access level from the "Access Levels" drop down list above.*

1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

9)		
10)		
11)		
12)		
13)		
14)		
15)		

**Notes**

*Please provide any additional notes or details pertinent to the Epic access requested.*