HID

HID Mobile Access® Portal – HID Reader Manager Portal Change Form

The HID Mobile Access Portal provides iCLASS Elite and Mobile Key end-users with the option to enable the HID Reader Manager Portal. Adding or removing the HID Reader Manager Portal for a company must be completed by HID.

To enable/disable HID Reader Manager an HID Mobile Access Portal is required. If this has not been setup for a company, please follow this process:

- Mobile (MOB) Key Users: Follow the steps at https://portal.origo.hidglobal.com/selfonboarding/ then complete and return this form (HID Mobile Access® Portal – HID Reader Manager Portal Change Form).
- iCLASS Elite™ Key Users: Complete and return the iCLASS Elite Program™ - New HID Mobile Access® Portal Request Form. The HID Reader Manager Portal is enabled/disabled with that form.

Notes:

- A HID Mobile Access Portal is required to enable the HID Reader Manager Portal.
- When the HID Reader Manager Portal is enabled/disabled, the HID Reader Manager Portal Admin role will be granted/revoked from all active HID Mobile Access Org Admins.

TABLE I: End User Organization Information

Requested Change	
Elite/MOB Key Reference Number:	
Company Name:	
HID Reader Manager Portal? (Enable/Disable)	

TABLE II: Change Approval

	Change must be approved by the following contacts: For Elite: iCLASS Elite™/ Authorized Contact For Mobile: Mobile Access Org Admin
Contact Name:	
Contact Signature:	X
Date Signed:	

Send to HID Global for approval and processing by email: mobileorders@hidglobal.com with the subject line of "Reader Manager Portal Change Form"

This form must be legible to be considered acceptable. Please print or type.