

MaineHousing  
Hancock HEAT Application  
System Authorization Form

Date: \_\_\_\_\_

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

Employee Full Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Employee Direct E-mail Address: \_\_\_\_\_

Employee Direct Telephone Number: \_\_\_\_\_

Employee Type:  Full-time  Part-time  Temporary

### Hancock Authorization

Level of authorization needed (check all that apply)

- Agency User
- Energy Auditor
- Energy Inspector
- Fiscal Administration
- Agency Administrator

**Important: When Hancock System access is no longer needed, please e-mail (HEAThelpdesk@mainehousing.org) at MaineHousing to disable.**

MaineHousing requires one business day advance notice for new authorization set up. **The signature page of the Remote Access Policy must accompany this form.**

CAA Housing Manager/Director

\_\_\_\_\_ Date \_\_\_\_\_

MaineHousing Approval

\_\_\_\_\_ Date \_\_\_\_\_

*Please e-mail or fax forms to MaineHousing at e-mail HEAThelpdesk@mainehousing.org with a subject line of "Hancock User Info: new, change" or FAX 207-624-5780. If a subsequent change in Authorization level is needed, please email request (another form is not needed).*

The CAA Approver will be notified when access has been granted. Concurrently, a secure email is sent to the new user with the Hancock system web-site address, their log-on user id and password, and system support procedure.

Revision Date: 11/18/2016