



## HIFIS New User Registration Form

HOUSING SUPPORT PROVIDERS

The purpose of this form is to notify the HIFIS Team of incoming staff at your agency who require a HIFIS account and HIFIS training. This form must be signed and submitted to [hifis@shipyxe.ca](mailto:hifis@shipyxe.ca) by a Super User.

### User Information

User First Name:	
User Last Name:	
User Email Address:	
HIFIS Service Provider:	Choose an item.
HIFIS Role:	

### Authorization

I authorize that the above-named staff has a reasonable and valid reason to require access to HIFIS.	
Submitted on Behalf of:	
Super User Signature:	
Date Signed:	

### Next Steps

Within 2 business days of form receipt, the HIFIS Team will email the new user a link to their online HIFIS Training Course account.

Within 2 business days of completing the training course, the user will receive a 'welcome to HIFIS' email with a link to finish setting up their HIFIS account.