



HIFIS User Deactivation Form

The purpose of this form is to notify the HIFIS Team of staff who no longer require access to HIFIS. The HIFIS Team will use this information to end that person's access to your agency's Service Provider(s).

This form must be submitted to hifis@shipyxe.ca by a Manager or Super User at the earliest opportunity.

User Information

User First Name:	
User Last Name:	
User Email Address:	
Requested Date of Deactivation	
Reason for Deactivation	

Authorization

Agency Requesting:	
Form Submitted by (type full name):	
Date Submitted to HIFIS Help Desk	

Next Steps

Within 2 business days of form receipt, the HIFIS Team will deactivate the user's account.

NOTE: If the user has access to HIFIS as a part-time employee at another HIPSK Agency, the HIFIS Team will remove access to your agency's Service Provider(s) only.