

Global Vision® Internet Access Form

One form per person must be completed – DO NOT MODIFY THIS FORM

Forms will be processed within 5 business days of verification by the Diners Club® Information Products Help Desk; Please be sure to provide all requested information. Incomplete forms will be rejected and will cause delays in providing your access.

Requestor Name: _____ Date: _____
 Company Name: _____ Email: _____
 Country: _____
 Phone: _____ Fax: _____

For security purposes, please provide the following information (**all fields are mandatory**):

Month of Birth: _____ Date of Birth : _____ City of Birth: _____

Complete the section below to identify the data to which the Requestor will be granted access via Global Vision®. Attach a separate page if you require access to additional data.

Organization Name	Account Name	Account Number

Interface Language Preference: English Spanish French (Canada) Japanese

By completing and submitting this form by facsimile or electronically you represent and warrant that you are an employee of the above named company and are requesting the information within the scope of your employment with the named company, that you will access, share, disseminate or otherwise use the data provided to you only as authorized by the named company, and that you will maintain the confidentiality and proprietary nature of the data at all times. The Corporate Coordinator/Administrator or other duly authorized employee of the company named below further agrees to notify the Diners Club® Information Products Help Desk of any revocation of the Requestor's authority to access the data for any reason whatsoever, including but not limited to termination of employment, within twenty-four (24) hours of such revocation. The company shall indemnify and hold Diners Club harmless from all liability, costs, claims, causes of action, or any other liability directly or indirectly related to Requestor's unauthorized use and all unauthorized acts of Requestor. Any and all use of Global Vision shall be governed by the terms and conditions set forth in Global Vision.

The following typed names or signatures are **required** and cannot be the same individual:

Requestor: Organization Employee and Administrator

 Requestor (type name and sign if sent by fax) Date

 Corporate Coordinator/Administrator at Organization (type name and sign if sent by fax) Date

Diners Club Contact: _____

Requestor: Diners Club Employee and Senior Manager

Sameer Ahmed Bava

 Requestor (type name and **sign** if sent by fax) Date

 Senior Manager (type name and sign if sent by fax) Date

The Global Vision Internet Access Form can be submitted by EMAIL or FAX.

EMAIL: The Global Vision Internet Access Form is a Read-Only document. After completing the form, you can use the "Send to" command to email the form. Select File, Send To, and Mail Recipient (attachment). Email the form to your Corporate Coordinator/Administrator or Senior Manager for approval, and ask your Coordinator/Administrator or Manager to forward the form to the Information Products Account Management Support Group at ips.ncf@citi.com with the Subject: IP Electronic Form Submission. (Selections may vary based on your computer programs).

EMAIL: Alternatively, you can save the form as a new document name using the Save As feature. Save the form to your local hard drive or network share, email the form to your Corporate Coordinator/Administrator or Senior Manager for approval, and ask your Coordinator/Administrator or Manager to forward the form to the Information Products Account Management Support Group at ips.ncf@citi.com with the Subject: IP Electronic Form Submission.

FAX: Print, sign, and fax the completed the form to the Information Products Help Desk at +1 303 649 2724.

For Diners Club Internal Use Only:

User ID	Password	Completed by	Date Assigned	Date Deleted

Instructions for completing the Global Vision Internet Access Form

All Requestors must complete the required documentation before set up can take place. Please follow the steps below when completing the form.

1. Complete the contact information, including Requestor Name, the date the form is completed, Requestor's company name, email address, country, phone and fax numbers.
2. Complete the security information, including the Requestor's Month, Date and City of Birth; this information will be used for security purposes in cases of lost or forgotten User ID's and passwords.
3. Provide the Organization Name, Account Name and Account Number associated with the data to which the Requestor will be granted access via Global Vision. Include a separate page if access to more than three Accounts is requested. Contact your Diners Club representative for assistance in completing this section; the Account Name and Account Number are established when the Organization is set up in the Diners Club system.
4. Indicate a default language preference for the Global Vision interface.
5. Type and/or sign and date the form as Requestor under Organization Employee or Diners Club Employee, as appropriate, and obtain the following additional signatures:
 - a. If Requestor is an employee of the Organization, the Corporate Coordinator/Administrator at the Organization must submit the form electronically or also sign the form, if faxed. If the Requestor also serves as the Corporate Coordinator/Administrator, a Manager's signature is required. Also provide the name of the Requestor's Diners Club contact.
 - b. If Requestor is an internal Diners Club employee, their Senior Manager must submit the form electronically or sign the form, if faxed.
6. Email the completed form to Information Products Account Management Support Group at ips.ncf@citi.com or fax the completed form to the Information Products Help Desk at +1 (303) 649-2724.

Forms will be processed within five business days upon verification of completeness and accuracy. Please be sure to provide all requested information. Incomplete or inaccurate forms will be rejected and will cause delays in providing your access.