

Title Data, Inc.
Password Request Form: BPO Vendor Employee
This form must be completed by BPO vendor's Officer or Senior Manager

To: Title Data, Inc.
1225 North Loop West, Suite 950
Houston, TX 77008-4722
clongoria@titledata.com

Company Name: _____

Employee Name (please print full legal name (no nicknames and no initials)):

Work Telephone: _____ **Ext:** _____

Work e-mail address: _____

Title Data creates a User ID for each employee that consists of a Title Data assigned Company Code plus a 4 digit number that the employee chooses. Every 6 months the employee is prompted by TDI's system to create a new Password and the authentication process requires the entry of this 4 digit number plus the employee's date of birth. It is important that the employee choose a 4-digit number that is easy to remember, such as the last 4 digits of their Social Security Number, etc.

Employee User ID 4-digit number: _____ **Date of Birth (mm/dd/yyyy):** _____
(numeric values only)

I would like this employee to be able to open orders in Title Data's production system (Yes or No): _____

Is the person above a Bona Fide employee (Yes or No): _____

If not a Bona fide employee, please list the other companies that Employee is currently doing work for.

Please issue a password to the above-named individual. A complete, *signed* Access and Use Agreement is accompanying this request. I certify that the information furnished above and the information set forth in the Access and Use Agreement is true and correct to the best of my knowledge and belief.

Signature: _____

Printed Name: _____

(Must be signed by BPO vendor Officer or Senior Manger)

Date: _____

Title: _____

Special Instructions/Requests: _____
(Ex: production center employee, county default, only specific region/county access, shared employee, etc.)

TITLE DATA USE ONLY

Production center employee? (Yes/No, region)		
Old password cancellation requested (initials, date)		
New password approved (initials, date)		
New password assigned (profile, password, initials, date)		