



## Alert Enterprise Contractor Coordinator Site Access

Email the following information to [access.control@mosaicco.com](mailto:access.control@mosaicco.com) :

Company Name

Delegate name

Email address

Phone number (preferably cell) for multifactor authentication (MFA)

Identity Management Specialist will create coordinator profile in Alert Enterprise and submit ticket to Mosaic IT for permission to Alert site. Once completed, the coordinator delegate will receive an email from Microsoft on behalf of Mosaic. Identity Management Specialist will send welcome email to include guidance through MFA steps along with contractor coordinator training.

Company Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_