**University of Missouri System e-Builder User Request Form**

We are excited about working with your firm on project (name of project). We will be using e-Builder on the project. We would like to ensure we have everyone involved on the project added to e-Builder to make the processes as efficient as possible. Please complete this form follow the directions at the bottom of the form Role and Description

**Consultant**

Person responsible for the project at your firm.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |
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|  |  |  |  |

**Consultant Admin**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |
|  |  |  |  |

Person responsible for providing other documentation for the project as needed to the University of Missouri.

**Consultant Accountant**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |
|  |  |  |  |

Person responsible for submitting invoices to the University of Missouri.

**Submittals**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |

Person responsible for compiling/tracking and posting reviewed submittals.

**Execution of Agreement**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | Title | Email Address |
|  |  |  |  |

Person who will sign the fully executed agreement for the firm.

Thank-you for completing the form. Please email this to (your name) at (your email). We will process this request promptly. Once an account has been established, you will receive an email with the login credentials.