



Security Administrator Profile Form

This form will provide Arbitration Forums, Inc. (AF) with the information necessary to setup an initial Security Administrator for your company. A Security Administrator is responsible for setting up your company's AF website users and assigning proper privileges to each user based on the Member Management Guide and [Terms of Use](#). AF designed a website security model flexible enough to manage from a few users per company to several hundred users across multiple corporate locations.

Overview of AF's Website Security Model

Business Units

The AF website security model is based on the companies that will use the site. Administering a user base for even a single company can be cumbersome; therefore, we have provided a means to organize your users into business units.

A business unit can represent any user structure in your organization: specific office locations, geographic regions, company departments, etc.

Account Types

There are two types of user accounts available: **administrator** and **user**.

The **administrator** can add/modify **business units** and **users** for his or her company.

*Note – Security Administrator role should **ONLY** be assigned to users who understand and will perform that role.

All Standard users will be required to authenticate through multifactor authentication (MFA) sent to their user email.

Initial Security Administrator Information:

Important: I acknowledge and understand that by signing below, I will abide by the AF [Terms of Use](#) and will follow the Member Management Guide (will be sent to you when the form is processed). I confirm that I am authorized by my company to set up users and security administrators.

If signed electronically, the digital signature(s) must be backed by a digital certificate (e.g., Adobe Sign or DocuSign)

*Group Name: _____

Company Code (*if known*): _____

*Name (First, Last): _____

[Click here](#) to find your Company Code.

*Title: _____

*Email Address: _____

*Telephone: _____

*Signature: _____

*Date: _____

** Indicates mandatory fields that must be completed. Omitting or incorrect information may cause delay in processing your application.*