REQUEST TO ADD/DELETE WEBSITE DATA

No data shall be added or deleted on the AACMHA website unless the employee has completed a Request to Add/Delete Website Data Form.

THE FOLLOWING GUIDELINES APPLY TO WEBSITE CHANGES OR POSTINGS BEING REQUESTED BY AN EMPLOYEE:

- The request must be made at least three days in advance of the date needed.
- Typed information to add or delete must be attached to this form.
- The request must be submitted to the Office Manager or Assignee and approved by the Executive Director.

<table>
<thead>
<tr>
<th>Change or New Post Requested (attach typed information)</th>
<th>Date Change or Post Needs To Take Effect</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
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Date of Request: ____________________________

Employee Requesting Items: (print name) ____________________________ Signature: ____________________________

Category where data is to be posted ____________________________

Authorized by:

_____________________________________________  __________________________________
Executive Director Date

Changed By: (print name) ____________________________ Signature: ____________________________ Date: ____________________________

Note: If an employee uses the aamentalhealth.org website and notes incorrect information or any other problem with the site, please use this form to communicate issues for correction or repair.