

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.

Change or New Post Requested (attach typed information)	Date Change or Post Needs To Take Effect	Purpose

Date of Request: _____ **Signature:** _____

Employee Requesting Items: (print name) _____

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.