MOBILE TELEPHONE NETWORKS

Helios Online Access Request Form

All information must be completed in full, before access is granted.

Once form is complete and signed, please email ishelpdesk@mtn.co.za or fax the form to 083 705 8888

New Application ☐	**Terminate** ☐	
Document Owner:	Credit Vetting Manager	
Revision Instructions:	The document owner will be solely responsible for authorising amendments to the application access form. Once amendments have been made and approved, the updated form should be emailed to "#IS Security	
Archive location	**MTN Online portal archive**	
Document Version Date:	**01 May 2011**	

Oracle HR Number (Employee Number)								

Employee First Name		
Known As (if different)		
Employee Surname		
Employee Email address		
Employee Cellphone Number		
Store Codes to Be loaded for Employee	**Consumer:**	**SME:**
Training Result		
Do you have USD in the Store	YES ☐ NO ☐	

Owned ☐ **Non-Owned** ☐		**Date**	
Regional Manager Name and Surname			
Dealership/Store Name			
Store Code			
Dealer Contact Number			
Dealer Email address			
Managers Name			
Managers Contact Number			

1. Please note in order for us to create access for the consultant we require all fields to be completed.
2. No staff member may approve their own access.
3. Access will only be granted to employees that pass the training (Class room or e-learning) with 80% and above
4. If there is a request to terminate application NO training result is Required

Authorisation

Employee Name	Employee Signature	Date

1. Staff members confirm request for access

Dealer Principle/ Operations Managers Name	Managers Signature	Date

1. Manager confirms that the form has been completed and that the staff member is entitled to Access
2. Should the Manager not be available to sign, the form must be signed by the delegated authority accompanied by the DLA form.