**Citizens Advice Partner Portal User Request Form**

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| **Organisation:** |  |
|  | |
| **Business Administrator Name:** |  |
| **Contact Number:** |  |
| **Work Email Address:** |  |

FOR SECURITY REASONS, YOUR USER NAME AND PASSWORD WILL BE SENT TO YOU IN SEPARATE EMAILS TO YOUR WORK EMAIL ADDRESS.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Job Title** | **Contact Number** | **Work Email Address** | **Report access?** Y/N | **RAST access?** Y/N | **Trader Track/ Cert?** Y/N |
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If you have any queries about this form, please e mail Operations@citizensadvice.org.uk

**PLEASE LET US KNOW IF ANY OF YOUR DETAILS CHANGE OR YOU NO LONGER REQUIRE ACCESS TO THE PARTNER PORTAL FOR ANY REASON.**