



**WRIGHT
WILLIAMS
& KELLY**

User Registration

Each company will provide a single point of contact for any issues or questions arising from the use and maintenance of the Cloud environment. This will include hours of operation for the virtual machine(s), distribution of log in credentials, operating system upgrades, and software upgrades.

Wright Williams & Kelly, Inc. will provide a username and password for each registered user. The username and password cannot to be shared. Each user shall provide the following information to complete the registration process.

First name	
Last name	
Email address	
Do you have a cell phone? (yes/no)	
If so, cell phone number	
Cell phone type (iPhone, Android, Other)	
Can download Duo Mobile app? (yes/no) Only for iPhone or Android	
If no cell phone, a direct phone number for two factor authentication.	

Please return this form via email (sales@wwk.com) or fax (+1 925-396-6174) for each user.

