

E2Virginia Access Request Form-Non-DDP Employees

To request electronic access to the e2Virginia system, please follow the following steps:

- Complete and return this form to support@e2virginia.com.
- Submit a signed Data Security & Confidentiality **Guidelines "Verification of Receipt and Assurance of Key Requirements for non-DDP Personnel"**. ***Your request will not be approved without a signed certificate of receipt.***

- For a copy of the Data Security & Confidentiality Guidelines, please go to:
<http://www.vdh.virginia.gov/content/uploads/sites/10/2017/05/Final-DDP-Security-and-Confidentiality-Policies-and-Procedures-1.pdf>
- Agencies are required to notify the Division of Disease Prevention at VDH of users who are no longer with their agency within one business day so access to e2Virginia can be terminated by emailing support@e2virginia.com.

e2Virginia Access Request	
Action Requested:	<input type="checkbox"/> Add User <input type="checkbox"/> Remove User
Date of Request:	_____
User Name:	_____
User Title/Role:	_____
Agency Name:	_____
User Email:	_____
User Phone Number:	_____
Specific Need for Access:	_____
Supervisor Name:	_____
Supervisor Signature:	_____
Click here for level of requested access:	<input type="checkbox"/> Agency User/Data Entry <input type="checkbox"/> Agency Administrator
VDH Administration Use Only:	
Action:	<input type="checkbox"/> Add User <input type="checkbox"/> Remove User <input type="checkbox"/> Disapproved
Signature/Date:	_____
Role:	<input type="checkbox"/> Agency User <input type="checkbox"/> Agency Administrator <input type="checkbox"/> VDH User <input type="checkbox"/> VDH Administrator
Notes:	_____