

Virginia Vital Events and Screening Tracking System

EBC Hospital User Logon Request Form

NAME: Last _____ First _____ Middle _____

User ID: _____ **Phone#:** _____ **Email:** _____

Hospital Name: _____ **Working Title:** _____ **Date:** _____

Optional: Notary ID #: _____ **Notary Expiration Date:** _____

	Role Name	Description of Job Function
	BASIC_LOGIN	This role need be assigned to all users of the application.
	BIRTH_REGISTRAR	This role is used by hospital birth registrar as well as vital record users to register birth and to run ebc reports.

The user agrees to keep the access information like logon-id and password to the Virginia Vital Events and Screening Tracking System confidential. Hospitals are required to report with in one week from the termination of an employee to Vital Records for terminating the Virginia Vital Events and Screening Tracking System user account.

SIGNATURES:

Employee/Contractor: _____ Date: _____

Supervisor/Manager/Program Director (Hospital): _____ Date: _____

Office of Vital Records: _____ Date: _____