

Date Processed: \_\_\_\_\_

By: \_\_\_\_\_

**Request for User Name and Password  
To Post Information at SnowdenOverlook.com**

Date: \_\_\_\_\_

Name of Condo or Other Organization: \_\_\_\_\_

First/Last Name of Person Replaced (if applicable): \_\_\_\_\_

First/Last Name of Person Requesting Authorization: \_\_\_\_\_

E-mail Address for Person Requesting Authorization: \_\_\_\_\_

Phone Number for Person Requesting Authorization: \_\_\_\_\_

**Agreement:**

The undersigned hereby requests a user name and password so that I can post information at the website of Snowden Overlook Community Association, Inc. (SOCA) and I agree that:

1. Responsibility - I am solely responsible for anything that I post at SOCA's Website for my Condo Association or other organization listed above.
2. Password - I agree not to share my user name and password with anyone. If others want to help me post on SOCA's Website, I will contact SOCA's webmaster to request that the additional persons be given their own user name and password.
3. Posting Manual - I agree to comply with the requirements of SOCA's Posting Manual and understand that a copy of the Manual is available at SOCA's Website.
4. Compliance - I understand that if I do not abide by my agreements in this Form, SOCA's webmaster can suspend my user name and password, and the IT Committee can permanently revoke my user name and password.
5. Authorization - The leader of my Condo Association or other organization has signed below to confirm that I am authorized to post the Group's information at SOCA's Website.

Person Requesting Authorization:

Organization Approval

By: \_\_\_\_\_

By: \_\_\_\_\_

Applicant: Give the completed form to the Office Manager.

Office Manager: File original and send a scanned PDF to the Webmaster.