

Web StoreFront Online Ordering - Access and Updates

WSF-001 (REV. 1/2018)

For questions regarding this form contact:
(800) 964-3214 WSF OrdersSupport@dgs.ca.gov**Site Information - Add/Remove/Change** (check all that apply)☐ **Add a Site**☐ **Remove a Site**☐ **Change a Shipping Address****New Site/Address:**

6-8 digit Agency/ Site Number								Agency Name							

Site Shipping Address - Include Street, City, State and Zip Code

Old Site/Address: (Only if applicable)

6-8 digit Agency /Site Number								Agency Name							

Site Shipping Address - Include Street, City, State and Zip Code

Registered User Information - Remove/Change/Add (check all that apply)☐ **Remove Existing Registered User**☐ **Change Existing Registered User Information**

First Name								Last Name							
E-mail Address								Telephone Number							
Local Agency Name (Required)								6-8 digit Agency /Site Number (Required)							

☐ **Add New Registered User:**

First Name								Last Name							
E-mail Address								Telephone Number							
(*Required only if a new registered user is not being added above)															
Local Agency Name (Required)								6-8 digit Agency /Site Number (Required)							

Guidelines:**Change/New Shipping Address:**

- 1. NO P.O. BOXES** (Shipping address must be a physical address)
- A change in shipping address must be approved by the Program Contact before the change in the WSF system will be made.

Add/Remove Registered User:

- Registered users must be approved by Program Contact before access will be granted.
- Submit separate forms if multiple registered users are being added or removed.
- A maximum of 1 staff per site may have access to WSF. If by adding a new registered user you exceed one user for the same agency/site, you **MUST** remove an existing registered user.

PROGRAM CONTACT Use Only

		Date Approved
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OSP Use Only

StoreFront Name	Account Status
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