

WEB STOREFRONT

ON-LINE ORDERING Access and Updates

WSF-001 (Rev. 9/14)

Submit one form for each individual requesting on-line access.

For OSP use only

STORE FRONT NAME

ACCOUNT STATUS

COMPLETE AND SUBMIT TO OSP WEB STOREFRONT AT: OSPWSFAdmin@dgs.ca.gov

Account Information

Add Account
 Remove Account
 Approver Account

USER NAME:		ACCOUNT NUMBER: <i>(If applicable)</i>		
FULL NAME:		SHIPPING ADDRESS 1:		
EMAIL:		SHIPPING ADDRESS 2:		
TELEPHONE NUMBER:	FAX NUMBER:	CITY:	STATE:	ZIP CODE:

AGENCY NAME AND BILLING CODE

AGENCY NAME:	DEPARTMENT/DIVISION:	YOUR AGENCIES WSF APPROVER'S NAME:	AGENCY BILLING CODE:
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AUTHORIZING REQUEST

NAME:	EMAIL:	DATE:
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Add Account: (WSF)

New account to be added to Web Storefront.

Remove Account: (WSF)

Remove an existing account from the Web Storefront.

Approver Account: (WSF)

Authorized to approve orders on the Web Storefront.

User Name: (WSF)

A user has a user account and is identified by a user name.

Full Name: (WSF)

The full name of user identified in user account.

Email: (WSF)

The e-mail address of user identified in user account.

Telephone Number: (WSF)

The telephone number of user identified in user account.

Fax Number: (WSF)

The fax number of user identified in user account.

Account Number: (Logic)

Agencies account number used by OSP.

Shipping Address 1: (Logic)

Address line 1 where you want your items sent.

Shipping Address 2: (WSF)

Address line 2 where you want your items sent.

City: (WSF)

City of shipping address.

State: (WSF)

State of shipping address.

Zip Code: (WSF)

Zip Code of shipping address.

Agency Name: (WSF)

Department / Division.

Department / Division: (WSF)

Department / Division.

Agencies WSF Approver's Name: (WSF)

Department / Division's authorized approver.

Agency Billing Code: (WSF)

Department / Division's billing codes for Web Storefront.