

Alarm System Account Update Form

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Next review: August 2021

Property Management Division, Ministry of Central Services

The form should be used to request an update to an alarm system account.

Date (MM/DD/YY)

Alarm System Account Update Information

Requested Personnel change: Add a person Deactivate a person Update person's account details

Alarm System Account Number

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Applicant Information

Please identify if you are a Keyholder or a Contact.

- A Keyholder is a person who is responsible for receiving alarm calls after hours.
- A Contact is a person who can disarm/arm the security system and is given selected permissions

Keyholder Contact

Name

Phone Number (Business)

Phone Number (Mobile)

Phone Number (Home)

Applicant Passwords

Four digit alarm arm/disarm code

Verbal Password

Applicant Permissions

Please select the applicable permissions below:

Can open/close within a schedule

This individual can arm or disarm the system within the open/close schedule.

Can authorize a schedule change

This individual has the authority to change a schedule.

Can put an entire customer account on test mode

This individual can put the account on test.

Can cancel an alarm

This individual can cancel an alarm dispatch.

Can edit a customer account

This individual has the authority to make changes on a customer account (i.e. phone number, contacts)

Can give out customer information

SecurTek can give out account information to this individual.