



JBG SMITH CONNECT – USER ACCESS FORM

Submit your completed form to the JBG SMITH Property Management Office by emailing:
(sworthington@jbgsmith.com)

Company Name: _____

REQUIRED PRIMARY USERS: Please fill in 1-2 employees who you would like to have **access to the maintenance request system, loading dock calendar reservations, and building announcements**. These individuals should have authority to approve billable charges, such as overtime HVAC requests.

First and Last Name: _____

Email: _____

Phone Number for Emergency Alerts: _____

First and Last Name: _____

Email: _____

Phone Number for Emergency Alerts: _____

OPTIONAL LISTSERV USERS: Send the names of 1-3 additional employees who you would like to receive **access to building announcements ONLY** (information about building maintenance, emergency information, events and amenities).

First and Last Name: _____

Email: _____

First and Last Name: _____

Email: _____

First and Last Name: _____

Email: _____