

McDonald's Licensees and RMHC Health and Welfare Plan

Vendor Access Request Form

Directions for completion:

1. To request access for your vendor to upload employee data census files into the online enrollment system, please complete Section 1 below.
2. To terminate a vendor's access to upload census files, please complete Section 2 below.
3. Please ensure Section 3 below is completed, this section is *required* for all requests.
4. E-mail the completed form directly to Mercer: Mcdonalds.data@mercer.com

Section 1 – Add Vendor Access

Please enter the contact information for your payroll vendor, CPA, CPA firm, or other third party provider. This vendor will be allowed access to upload census files on your behalf into the online enrollment system. Mercer will send the log in information and instructions directly to the vendor contact listed in order for them to complete the upload for your organization.

Vendor Information:

Company Name: _____ Contact Name: _____
Contact Phone Number: _____ Contact Email Address: _____
Account Number(s) with vendor: _____

Section 2 – Terminate Vendor Access

Please enter the vendor name. This vendor will *no longer* have access to upload census files. Census information will need to be uploaded by you, someone in your organization, another vendor (enter above), or by manual entry using the Adoption Agreement site.

Vendor Information:

Company Name: _____ Contact Name: _____

Section 3 – Authorization (*Required for Completion*)

Association/Company #: _____ Date: _____
(This is located on your monthly Mercer invoice)

Name of Owner/Operator: _____ Name of Authorized Contact: _____

Contact Phone Number: _____ Authorized Contact Signature: _____