Stibo New User Access Request

* **Send requests to** **MDM\_STIBO@cvshealth.com**
* **Subject: Stibo New User Request. Pay Vendor # <add your PV #>**
* **Contents of email:**
	+ **First Name**
	+ **Last Name**
	+ **Email Address**
	+ **List of Pay Vendor #s that you need access to**

**Points to note:**

* Email domain name must reflect the company represented
* Personal email address will not be accepted (e.g.: Gmail, yahoo, etc.)
* Departmental email addresses will not be accepted (e.g.: accounting@companyname.com etc.)
* Stibo Team will forward the request to CVS Merchandising for approval
* Access will be granted within 2 business days after receiving CM approval