STIBO User Access Request

There are **two types** of User Provisioning requests outlined in this document -

**1. Requesting for a new User ID** – Access request to STIBO so a **new login ID** can be created for you.

* **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

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**2.** **Requesting access to additional vendor #s** – Access request so visibility to additional Vendor #s can be added to your **existing ID**.

* **Send requests to** **MDM\_STIBO@cvshealth.com**
* **Subject: Stibo Additional Vendor # Access Request. Pay Vendor # <add your PV #>**
* **Contents of email:**
	+ **STIBO Login ID**
	+ **List of Pay Vendor #s that you need access to**