



STATE OF MINNESOTA  
SECRETARY OF STATE  
HELPDESK

## Profile New User Request Form

**Action :**

In the Action Combo box list type the appropriate action to be taken: - New=requesting a new sign-on  
-Change= requesting a change in an existing sign-on  
-Delete= requesting a sign-on be deleted

**Needed By: (date)**

List the earliest date the request is needed by (mm/dd)

First Name

Last Name

County #

UserName

**Profile Access Level**

Chose from Combo box the appropriate Access Level, which is based on position:

Phone

Email

**Explanation**

Use the Explanation text box to explain why the action being requested is necessary.

**Recorder Contact Information:**

Name:

Email:

Phone:

**SOS Use Only:**

UCC

NOD

HD

Signature: \_\_\_\_\_

**Instructions:** Please sign, scan and email form to [sos.helpdesk@state.mn.us](mailto:sos.helpdesk@state.mn.us)

**Uses:** This form can be used to request, change or delete a user account in the PROfile systems.

Complete the form above and email to [sos.helpdesk@state.mn.us](mailto:sos.helpdesk@state.mn.us) for action. The SOS HD Staff will ensure completeness, confirm the user information is accurate, create and test the accounts and notify the Recorder within (5) days.