



**ODBC ACCESS LETTER – APPLY CHANGES**

This permission letter needs to be signed off by the user's direct manager or stand in manager who has the authority to grant the user access to apply changes in the ODBC configuration.

*This will be done per remote session (WEBEX) as to confirm that no additional companies are added before applying changes, if not the manager needs to be present during the apply changes procedure, or a super user (preferably the VIP/ODBC super user).*

Date authorised: \_\_\_\_\_

Attention: \_\_\_\_\_

I, \_\_\_\_\_ (Name and Surname) give permission to Sage VIP Payroll to provide the following user/-s access to Apply changes on the ODBC configuration tool:

I, \_\_\_\_\_ (Name and Surname) give permission to Sage VIP Payroll to provide the following user/-s access to ODBC and granting them an ODBC username and password:

**USER'S NAME & SURNAME**

**COMPANY NUMBERS USER MAY  
ACCESS WITH ODBC (EG. 001)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(User - Signature)

(Manager Signature) - Compulsory

\_\_\_\_\_ Manager's Position

Company Name: \_\_\_\_\_

Site Code: \_\_\_\_\_

Contact No: \_\_\_\_\_

**Email:** [odbc@vip payroll.co.za](mailto:odbc@vip payroll.co.za)