



## ADDING EMPLOYEES

To receive the greatest value from the MBI Training Vault, members are encouraged to include all of their employees. Please use this form to provide us with those employees in your company who are not listed in the MBI Training Vault.

Please copy this form as necessary for additional employee additions. Please return the completed form to Tom Fulcher at [tfulcher@mbionline.com](mailto:tfulcher@mbionline.com).

**To add employees, please provide MBI with the following information:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

This request is authorized by \_\_\_\_\_

Email: \_\_\_\_\_

**Note: Please allow 2 business days for processing.**

For questions regarding this process, please contact Tom Fulcher at [tfulcher@mbionline.com](mailto:tfulcher@mbionline.com) or 515.657.4395.