Slip-Resistant
Amending the Enrollment Form

Overview
This document provides guidance on how to amend the Slip-Resistant enrollment form.

When to Amend the Enrollment Form
You may update a Slip-Resistant enrollment form after it has been approved by UCOP EHS. Forms should be amended to add or delete primary contacts, authorized purchasers, and supervisors/managers, update the employee roster, correct the shipping address, or grant/restrict ordering access for individual employees.

Who Can Amend
The people assigned to the following positions on the form can amend the form:

- Primary and Alternate Contacts
- Primary and Additional Authorized Purchasers
- Primary and Alternate Supervisors or Managers

Instructions for Amending
1. From the Slip-Resistant homepage, select Status
2. Select the “View Form” icon under the “Actions” header
3. Scroll to the bottom of the form
4. Select Amend Form
5. Make any necessary changes
6. Select Submit

Note: It can take up to 2 business days for changes to take effect. Changes to the Location may require additional time for review and approval by your local EHS Liaison(s), as well as UCOP EHS.