



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.