

Form: Request to create new group

*Name of institution/organisation _____

*Department/section _____

*EAN (if public institution) _____

*CVR _____

*Invoicing address _____

*Zip code _____ *City _____

*Country _____

*Name of legal group owner _____

*Email address of legal group owner _____

*Mobile number of the group owner _____

Name of technical group owner if different
from the legal group owner (optional) ¹⁾ _____

Email address of technical group owner
(required if different from legal group owner) _____

Mobile number of technical group owner
(required if different from legal group owner) _____

Desired termination date _____

<Add new user>

*Name of the user _____

*Email address of the user _____

*Mobile number of the user _____

ORCHID ID of user _____

(optional and only to be used for statistics)

<Add new user>...

<Add existing user>

*Username

<Add existing user>...

I do **NOT** wish to receive a monthly usage report by email

It takes up to 5 business days to process this inquiry.

All fields marked with (*) must be filled in.

- i) Technical group owner has the same rights as group owner in adding and deleting users and will receive the monthly usage report (if not opted out of).