

**NEWPORT SUMMIT**  
**WorkSpace Registry Form**  
**19600/19700 Fairchild Rd. Irvine, CA 92612**

Please use this form to request additional users to be set up in the Workspace program. Once the form is received by our office and the information is entered, the user will receive login information directly from the Management Office.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Tenant Name: \_\_\_\_\_

Building & Suite #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Billable Work Order Approver (authorized individual who can approve any charges)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Tenant Name: \_\_\_\_\_

Building & Suite #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Billable Work Order Approver (authorized individual who can approve any charges)